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ABSTRACT

This document contains the State plan designed to enable the State Department of Education to implement an adult education program in Oklahoma that will meet the critical educational needs of the adult population. Sections of the plan include purpose; state definitions; legal authority; audits, goal statement, administrative provisions; organization; fiscal control; organization of the participatory planning task force; cooperation with other organizations and agencies; program information (publicity); use of resources; advisory committee; program planning, budgeting, and evaluation; program priorities; allocation of resources; programs of instruction; applicant assurances; annual program plan format; specific program priorities and objectives; activities and procedures; evaluations of applications for funds; applicants for adult education funds; 310 special experimental demonstration projects and teacher training; 310 applications; criteria for evaluating 310 projects; submission of applications; application review panel; reports; and dissemination. Appendixes, amounting to over one-half of the document, include organizational charts, materials relating to task force involvement, outreach results FY 1980-82, section 306 and 310 project application procedures, and 306 and 310 project evaluation instruments. (YLB)

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FISCAL YEARS 1983 - 1985
THREE YEAR
OKLAHOMA ANNUAL PROGRAM PLAN
FOR ADULT EDUCATION

Adult Education Act, as Amended
(Public Law 91-230)

12/2-
394

STATE OF OKLAHOMA
DEPARTMENT OF PUBLIC INSTRUCTION
OLIVER HODGE MEMORIAL BUILDING
2500 NORTH LINCOLN BOULEVARD
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CE 034 046

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OFFICE OF EDUCATION

THREE YEAR PROGRAM PLAN

(State-Federal Agreement)

Adult Education Act, as Amended
(Public Law 91-230)

COVER SHEET

Annual Program Plan for Adult Education Programs under Adult Education Act.

Amendment to Annual Program Plan for Adult Education Programs under Adult Education Act.

Submitted by the State of Oklahoma in accordance with the provisions of the Adult Education Act and the Regulations promulgated thereunder.

Submitted by State Board of Education (Name of State Agency) on 4-29-82 (Date).

By [signature] (Authorized Official)

State Superintendent of Public Instruction (Title)

To be completed by the Office of Education:

Date on which plan or amendment is effective: _____.

Approval Recommended _____ (Assistant Regional Commissioner for Occupational and Adult Education) _____ (Date).

Concurred _____ (Deputy Commissioner for Occupational and Adult Education) _____ (Date).

Approved _____ (U.S. Commissioner of Education) _____ (Date).

ASSURANCES BY STATE EDUCATIONAL AGENCY

The Oklahoma State Board of Education of
(Officially designated State educational agency)

the State of Oklahoma assures that this State plan will be administered in accordance with the following provisions:

306 (b) (3) The State educational agency, in carrying out the adult education program, will provide for: (i) adequate consultation, cooperation, and coordination among the State educational agency, State manpower service councils, State occupational informational systems, and other agencies, organizations, and institutions in the State which operate employment and training programs or other educational or training programs for adults; and (ii) coordination of programs carried on under this title with other programs, including reading improvement programs, designed to provide reading instruction for adults carried on by State and local agencies.

306 (e) (5) The State educational agency will make available not to exceed 20 percent of the State's allotment for programs of equivalency for a certificate of graduation from a secondary school.

306 (b) (10) Special emphasis will be provided to adult basic education programs except where such needs are shown to have been met in the State.

306 (b) (10) Adults enrolled in adult basic education programs will not be charged tuition, fees, or any other charges, or be required to purchase any books or any other materials that are needed for participation in the program.

305 (b) (5) Not more than 20 percent of the funds granted to the State under the Act for any fiscal year shall be used for the education of institutionalized adults.

306 (b) (11) The State educational agency will provide that special assistance be given to the needs of persons with limited English proficiency by

providing bilingual adult education programs of instruction in English and, to the extent necessary to allow these persons to progress effectively through the adult education program, in the native language of these persons. These programs will be carried out in coordination with programs of bilingual education assisted under title VII of the Elementary and Secondary Education Act of 1965 and bilingual vocational education programs under the Vocational Education Act of 1963, as amended.

307 (b) The statement checked below reflects the State's maintenance of effort for the preceding fiscal year.

_X_ (a) The State had available for expenditure for adult education from non-Federal sources for the preceding fiscal year an amount which was not less than the fiscal effort per student or the aggregate amount expended for adult education pruposes from non-Federal sources during the second preceding fiscal year; or

___ (b) Request for waiver under exceptional and unforeseen circumstances, together with supporting documentation, is submitted as an attachment to this plan; and

307 (b) The State educational agency will monitor and report program performance in accordance with Subpart J of 34 CFR Part 74.

The State plan for the adult education state-administered program is submitted by Oklahoma State Board of Education on
(Name of State Agency)

4-29-82
(Date)

By: _____
(Signature of Authorized official)

State Superintendent of Public Instruction
(Title)

Certification by State Attorney General or other official designated in accordance with State law to advise the State agency on legal matters.

State of Oklahoma. I hereby certify that the Oklahoma State Department of Public Instruction, the State agency named in the plan, is the sole State agency for administration of the plan or for supervision of the administration of the plan; and that such State agency has authority under State law to develop, submit and administer or supervise the administration of the plan; that the official title of the officer authorized to submit the State Plan is the State Superintendent of Public Instruction; that the State treasurer, has authority under State law to receive, hold and disburse Federal funds under the State Plan; and that to the best of my knowledge all provisions contained in the plan are consistent with State law as it is currently interpreted and that all copies of laws, citations to pertinent laws, and interpretations thereof relative thereto are included in the plan and are correct to the best of my knowledge as the law is currently interpreted.

4-15-82
(Date)

(Signature)

Attorney General of Oklahoma

STATE OF OKLAHOMA

OFFICE OF THE GOVERNOR

212 STATE CAPITOL BUILDING

OKLAHOMA CITY, OKLAHOMA 73105

GEORGE NIGH
Governor

405 / 521-2345

February 24, 1982

Dr. Leslie Fisher, Superintendent
Oklahoma State Board of Education
Oliver Hodge Memorial Building
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105

Dear Dr. Fisher:

My review of the Annual Program Plan for Adult Education indicates that it is in accord with the goals of this Administration. I am especially pleased that the project is constructed to ensure a comprehensive adult education program designed to meet both current and future statewide needs and that it involves coordination with the various service related state agencies.

You and your staff are to be commended for the efforts expended in finalizing this proposal. Please know that you will continue to have the full cooperation of my office as you seek to implement this most needed area of education.

Sincerely,

George Nigh

GN/cs

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I. Senate Bill #326 -- Joint Committee on Federal Funds and State Grant-in-Aid Clearinghouses

302 Purpose of the Program Plan

The purpose of the State Plan is designed to enable the State Department of Education to implement an adult education program in Oklahoma that will meet the critical educational needs of the adult population.

The plan covers a three-year period to be periodically evaluated and amended following the procedures outlined in the Educational Amendments of 1978. The periodical evaluation will determine the need for updating priorities and directing special emphasis to the areas of greatest need. The involvement of the total segment of the adult population is assured by the creation of the Task Force comprising representatives of business and industry, labor unions, public and private educational agencies and institutions, churches, fraternal and voluntary organizations, community organizations, state and local manpower and training agencies, and representatives of special adult populations, including residents of rural areas, residents of urban areas with high rates of unemployment, adults with limited English language skills, and institutionalized adults, and any other entities concerned with adult education.

The evaluation of each project and periodical needs assessments will give direction to where special emphasis is placed in the expansion of delivery services.

The design of the plan will enable the State Department of Education to implement and carry out a three-year adult education program consistent with the provisions of the Adult Education Act of 1966 (Title III of P. L. 89-750, 80 Stat. 1191, 20 U. S. C. 1201-1213, as amended).

303 Definitions - As used in this plan:

"Act" means the Adult Education Act of 1966 (Title III of P. L. 89-750, 80 Stat. 1191, 20 U. S. C. 1201-1213.

"Advisory Board" means a diversified group of people appointed by the State Superintendent of Public Instruction and approved by the State Board of Education to serve in an advisory capacity in implementing Adult Basic Education Programs.

"Adult" means any individual who has attained the age of eighteen (18) and under certain conditions, sixteen (16) and who is not currently enrolled in elementary or secondary school.

"Adult Basic Education" means education for adults whose inability to speak, read, or write the English language constitutes a substantial impairment of their ability to get or retain employment commensurate with their real ability, which is designed to help eliminate such inability and raise the level of education of such individuals with a view to making them less likely to become dependent on others, to improving their ability to benefit from occupational training and otherwise increasing their opportunities for more productive and profitable employment, and to making them better able to meet their adult responsibilities.

"Adult Education" means services or instruction below the college level (as determined by the Secretary), for adults who:

(1) do not have a certificate of graduation from a school providing secondary education and who have not achieved an equivalent level of education, and

(2) are not currently enrolled in schools.

"Secretary" means the U. S. Secretary of Education, Department of Education.

"Community Education" stresses the expended use of educational facilities, improved community school relationships, interagency coordination and cooperation and increased citizenship involvement in the educational process. (Adult Basic Education is an integal part of Community Education.)

"Department" means the Department of Education.

"Fiscal year" means the period beginning on July 1 and ending on the following June 30.

"Local educational agency" means a board of education having administrative control and direction of a public elementary or elementary and secondary school district in the state.

"Private nonprofit agency" means an agency, organization, or institution no part of whose net earnings may legally inure to the benefit of any private shareholder or individual.

"Public agency" means an entity established by a state or a political subdivision thereof supported in whole or in part by public funds, and administered and controlled by publicly elected or appointed officials.

"Rural" means communities with less than 50,000 population.

"Urban" means cities with 50,000 or more population.

"State" means the state of Oklahoma.

"State education agency" means the State Board of Education which is the governing board of the State Department of Education in the public school system of the state.

The term "Participatory Planning Task Force" means the committee comprising representatives of all segments of the adult population including but not limited to business and industry, labor unions, public and private educational agencies and institutions, churches, fraternal and voluntary organizations, community organizations, state and local manpower and training agencies, and representatives of special adult populations, including residents of rural areas, residents of urban areas with high rates of unemployment, adults with limited English speaking skills and institutionalized adults, and other entities in the state involved in developing the plan and that will be involved in carrying out the plan, herein after referred to as the Task Force.

"Outreach" means activities designed to (1) inform adult populations who are least educated and most in need of assistance of the availability and benefits of the adult education program and (2) assist these adult populations to participate in the program by providing reasonable and convenient access. Thus, the State and local recipients must not only support activities designed to publicize of eligible persons once they become aware of the program.

I. The State's legal authority to administer the Adult Education State Plan is vested in the following authority:

A. Legal authority of the Oklahoma State Department of Education to administer the Adult Education Act.

1. Citations.

State Department of Education Authority.

Authority of State Board of Education in determining the policies and directing the administration and supervision of the Public School System of the State. (70 O. S. 1971 § 3-104).

Authority of State Board of Education to accept, in its discretion, the provisions of any Act of Congress appropriating or apportioning funds provided for use in connection with any phase of the system of Public Education in Oklahoma. (70 O. S. 1971 § 3-104).

Authority of the State Board of Education to establish and prescribe the duties of an executive officer who shall be the State Superintendent of Public Instruction. (70 O. S. 1971 § 3-104).

Authority of the State Department of Education through its executive office to require the coordination of all divisions and delegate general supervision of all employees. (70 O. S. 1971 § 3-104).

Authority of the State Board of Education to prescribe policies and rules and regulations which include audit procedures of local school districts as outlined in the State Plan. (70 O. S. 1971 § 3-104).

II. School district authority.

Authority of school districts to offer educational courses for adult classes. (70 O. S. 1971 § 5-131).

A. State laws relating to the hiring of personnel and the purchase of and accounting for supplies, materials, and equipment.

70 O. S. 1971 § 3-104, Paragraph 5; State Board of Education shall appoint, prescribe the duties, and fix the compensation of all personnel necessary for the proper performance of the function of the State Board of Education.

62 O. S. 1971 § 41.26 authorizes payment of state claims and requires all officials authorized to approve claims to be bonded.

74 O. S. 1971 § 86.1 prescribes the method of payment of vendor invoices.

74 O. S. 1971 § 110.1 and 110.2 provides for inventory records of all supplies, books, furniture, equipment and machinery.

62 O. S. 1971 § 41.8 Federal funds received by any agency of the state shall be deposited in the State Treasury and disbursed upon warrants issued by the State Auditor and shall be subject to the other fiscal controls imposed by this act, except where federal laws and/or regulations of the Federal Agency which makes such funds available to the state requires Federal funds to be granted, deposited, allocated, or expended through channels other than those required by the provisions of this Act.

III. State audit of state accounts.

74 O. S. 1971 § 212 The State Examiner and Inspector shall examine the books and accounts of the state officers whose duty it is to collect, disburse, or manage funds of the state at least once a year.

IV. Goal Statement of the State Department of Education.

The goal of the State Department of Education is to provide more effective opportunities for adults, whose needs are not otherwise met, which will:

A. enable all adults to acquire basic skills necessary to function in society.

B. enable adults who so desire to continue their education to at least the level of completion of secondary school, and

C. make available to adults the means to secure training that will enable them to become more employable, productive, and responsible citizens.

V. Administrative Provisions.

A. General provisions of the State Board of Education accepting the responsibility of implementing this program and will adhere to the

statement of Congress contained in Section 422 of Subpart 2 of Title IV, General Provisions Concerning Education in P.L. 93-380 which is stated as follows:

> "Nothing contained in this Title shall be construed to authorize any department, agency, officer, or employee of the United States to exercise any direction, supervision, or control over the curriculum, program of instruction, administration, or personnel of any educational institution, school or school system, or over the selection of library resources, textbooks, or other printed or published instructional materials by any education institution or school system, or to require the assignment of transportation of students or teachers in order to overcome recial imbalance."

B. The Oklahoma State Board of Education agrees that this Annual Program Plan which serves as an agreement between the State and Federal Government under the Adult Education Act, will be administered in accordance with the provisions of the Act.

VI. Annual Program plan requirements.

The state will submit a three-year program plan and amendments as necessary to carry out the provisions of the Adult Education Act (P. L. 91-230, as amended) including the provisions of its amendments through November 1, 1978.

VII. Organization.

A. State Administrative Agency is the State Department of Education.

1. State Map (see Appendix).

2. Organization Chart of the Oklahoma State Department of Education. (see Appendix).

B. The duties of the Director of Adult Education who shall have the responsibilities of administering this plan shall include:

(1) preparation of rules and regulations and other essential procedures for recommendation to the State Board of Education for implementation of the program at the state and local agency levels;

(2) preparation and dissemination of information about the program to local education agencies and other interested organizations and associations;

(3) direction of the preparation of project application and other types of forms essential to participation in the Plan;

(4) recommendation on the approval of project applications;

(5) coordination of activities of Advisory Committee;

(6) cooperation with auditors in the accounting of funds expended by local educational agencies;

(7) reporting to State Board of Education, the U. S. Office of Education, and the public;

(8) evaluation of the Plan and projection of needs for the future; and

(9) immediate administration of the Division of Adult Education, and the supervision of staff members.

Other professional personnel may be employed by the State Department of Education as needed to help administer and supervise the state-wide program. All professional personnel employed shall hold a valid Oklahoma Teacher's Certificate; shall have a master's degree; shall have experience in classroom teaching, school administration and supervision; and shall have experience or other preparation in working with adult education programs.

VIII. Fiscal Control and Accounting Procedures.

A. "Fiscal year" means the period beginning on July 1 and ending on the following June 30.

B. The obligation basis of accounting is used.

C. Expenditures will be supported by copies of paid claims and invoices or encumberance orders.

D. Records will be kept in the Federal Programs Division of the State Department of Education.

E. Expenditures will be audited following accepted auditing procedures.

F. Reports will be made to the State Board of Education and the U. S. Department of Education for approval and records will be kept according to federal regulations. The State Department of Education shall make such reports regarding the Adult Education Program to the Secretary of Education at such time and in such form as he deems necessary.

306 (b) (8) Organization of the Participatory Planning Task Force. To initiate the participatory planning process, the state advisory council was of consensus opinion that a temporary steering committee comprising the nine member advisory council, the professional staff of the adult education section, the director of federal programs, and the assistant state superintendent of state and federal programs of the State Department of Education be responsible for determining the criteria for selection of members of the participatory planning committee.

On November 15, 1978, the temporary steering committee met and established the following criteria for the formation of a task force.

Eligible members of the task force were persons from all segments of the adult population in Oklahoma interested in or involved in the educational process for adults in Oklahoma. Involvement includes active participation of representatives of business, industry, labor unions, churches, fraternal organizations, community organizations, private educational institutions and agencies, state and local manpower and training agencies, residents of rural areas, residents of urban areas with high rates of unemployment, institutionalized adults, adults with limited English speaking abilities, voluntary organizations, public educational agencies and institutions and any other entity concerned with adult education. On January 2, 1979, a list of agencies, organizations, and individuals representative of different segments of the adult population was compiled and sent to the State Superintendent of Public Instruction for review and recommendation to insure that all segments of the adult population were represented as mandated by the Adult Education Act. After including additional recommendations of the State Superintendent, a planning session of the task force was held on January 31,

1979, in Oklahoma City for the purpose of discussing the provisions of the Adult Education Act and selecting a steering committee to determine the priorities and objectives for the adult education program.

The task force voted to select a steering committee consisting of no more than twenty-five members representing all segments of the adult population with each of the four regions of the state being represented on the committee as well as the central region which might be comprised of some representatives of state agencies involved in services provided state wide. This criteria was followed for selection, and membership of the committee was determined by drawing of names of task force members by regions and the segments of the adult population represented.

A simular process was followed for the preparation of the 1983-85 Plan. Six regional task force meetings were held in different areas of the state to make attendance by the public more convenient. (see Appendix) A very good cross section of the population attended the meetings and the input was very helpful. There was an aggregate attendance of one hundred twenty seven (127) at the meetings.

Each participant rated the priorities of the program as he/she felt would best serve the needs of the local community along with written comments.

The steering committee, using the annual evaluation reports from the state directors for 1981-82, needs assessments from each director, latest available census figures from the State Employment Securities Commission, and priorities and comments from the six regional task force meetings, the committee established priorities for the 1983-85 Plan. The priorities as established by the committee were as follows:

1. Adults with less than fifth-grade achievement level.

2. Adults with an achievement level above the fifth-grade but less than the ninth grade.

3. Special emphasis areas (in order of rank).

   (a) Skills related ABE classes

   (b) Low level instruction

   (c) Adults with limited English speaking ability

   (d) Handicapped adults

   (e) Institutionalized adults

   (f) G. E. D. preparation

   (g) Child care and transportation

4. The Participatory Task Force made one recommendation that was rejected. G.E.D. preparation was given a number one priority. The Steering Committee rejected the high priority since the needs of those least educated and most in need had not been met across the state.

306 (b) (3) Cooperation with Other Organizations and Agencies.

The State Board of Education and local school districts participating in programs under this plan shall enter into cooperative arrangements, when feasible and appropriate, with community action programs, special projects, teacher training, or research grants in order to carry out the general purpose of such act.

A. Work Experience Programs---The State Board of Education and participating school systems shall, when feasible and appropriate, enter into cooperative arrangements with work experience programs as provided in Title V, P.L. 88-452 in order to carry out the general purpose of such act.

B. Work-Training Programs---The State Board of Education and participating school systems shall when feasible and appropriate, enter into cooperative arrangements with work-training programs as provided in Title I (B) of P.L. 88-452 in order to carry out the general purpose of such act.

C. Work-Study Programs---The State Board of Education and participating school districts shall, when feasible and appropriate, utilize students in work-study programs at institutions of higher learning established under the provisions of Title I of P.L. 88-452 as amended.

D. Other Agencies, Organizations, and Institutions---The State Board of Education and local school districts participating in the state plan may cooperate with other agencies such as employment offices and welfare agencies which assist in achieving objectives of P.L. 91-230 as amended.

E. Bureau of Indian Affairs---The State Board of Education will work in conjunction with the Bureau of Indian Affairs in matters relating to the Indian population in Oklahoma.

F. Other States--The State Board of Education may enter into cooperative arrangements with the state educational agencies of other adjacent states for the establishment and administration of local adult basic education programs, or permit local school district to do so when it is apparent that an interstate facility would more nearly meet the needs of individuals in a particular locale.

G. Community Education---The State Board of Education may enter into cooperative arrangements with the local educational agencies by providing promotion, supervision, and Adult Basic Education classes in developing Community Education Programs.

H. State Health---Because of mutual interest in Adult Basic Education with the State Department of Education, the State Health Department will make available to Adult Education teachers basic health information and services that are given to Adult Basic Education students.

I. C.E.T.A.---The State Board of Education will enter into agreement with the Governor's Planning Commission to provide services necessary to enhance the employment of participants in the C.E.T.A. Program where these services are needed, and it has been determined that these services will not be a duplication of programs.

J. Churches---The State Board of Education will encourage local educational agencies to solicit services and/or facilities from local churches and church organizations to provide for expansion of services mandated in the act.

K. Business and Industry---Local educational agencies will cooperate with local businesses and industries in establishing classes for employees who are in need of and desire the services available as prescribed in the state plan.

L. Organizations for the Aging---Special emphasis will be given to the programs of instruction for the older Americans. Thirty five percent of the eligible participants fall in this category. Learning center directors are encouraged to contact local organizations and individuals to help in recruiting and providing other needed services to enable the older Americans to participate in the program.

M. Vocational-Technical Department---Close cooperation with the Vo-Tech Department will be encouraged in order to insure implementation of the skills related to the A.B. E. program.

Cooperation with these organizations and agencies has been very effective in the Outreach program and greater results are expected in FY 83-85. (See Appendix).

I. Program Information

Local television, radio, newspapers, telephone, newsletters, volunteer groups and individuals, business leaders, clergymen and adult education teachers will be used to inform the least educated and most in need of services available in the adult education program.

II. Use of Resources

Local program directors have written commitments from individuals, local church groups, voluntary organizations, Department of Public Welfare, Bureau of Indian Affairs, and others that they will provide child care and transportation services for those participants who need these services at no cost to the participant. When these services are not available, but needed, the applicant shall include an amount great enough to defray expenses needed to provide for these services.

Both daytime and evening classes are conducted where the need exists and located in local churches, community centers, businesses, industries, government agencies, civic centers, vo-tech schools, and any other place adequate for conducting classes and yet be more convenient for the participant.

312 Advisory Committee

A. Upon the recommendation of the State Superintendent of Public Instruction the State Board of Education has appointed a State Advisory Committee. This Committee is composed of representatives of public school administrators, teachers of adult basic education, institutions of higher learning, and other agencies working with or interested in adult education programs.

B. Committee expenses will come from non-Federal funds.

The purpose of this committee shall include advising the State Department of Education on the administration and implementation of this plan, using data compiled by the task force to determine the most acute areas and target populations of the state for participation in adult programs, considering most appropriate program content, improving reporting of administration of state and local programs and assuring the State Plan Programs are meeting the needs of the community. The Advisory Committee shall advise in determining the priority of 310 Special Projects and Teacher Training Projects submitted by agencies, institutions, and individuals.

C. The Adult Education Division in the State Department of Education shall urge the appointment of local advisory committees to advise in performing the above activities at the local community level. Community leaders will be urged to take an active part in the promotion of local projects and such activities shall be coordinated with other organizations of the community interested in

the education and welfare of its citizens. The local advisory committee relationship to the adult basic education students is for the allowance of continued adult learning opportunities after the adult basic education classes end.

306 (b) (13) Program Planning, Budgeting, and Evaluation.

A. Overview of the Planning Process

The intent of the "Act" as amended is clearly spelled out. The amendments are to ascertain that special emphasis be applied to the basic priorities spelled out in the act that have not been recognized at this time and a continual evaluation of the program to assure that the state is complying with provisions of the act to meet the current needs, locally, state and nationally (including special demonstration and teacher training projects).

Emphasis is to be put on expansion of delivery services to special needs and coordination of efforts by the State Department of Education with cooperating agencies and organizations and interagency cooperation to prevent duplication of programs.

B. Adult Learning Needs Survey

I. All the needs will be addressed as determined and prioritized by the task force. The task force will be inclusive of all segments of the adult population as mandated by the act.

The needs assessment is an on-going process using available, reliable data that is already documented. Current assessment of needs at the local, county, and state levels by the task force will determine the priorities to which emphasis of the program will be stressed. To update the needs assessment for Adult Education in measurable terms under the supervision of the State Staff of Adult Education, the Adult Education Staff will work with the task force in finding densely populated areas of uneducated people for verification of the feasibility of establishing one or

more new learning centers in the state as needs change.

Surveys. One of the best surveys of needs for basic adult education is the findings by the forty-one (41) learning centers scattered throughout the state. These centers are aided by each local education agency. (LEA). (See attachment). The directors of the adult learning centers contacted local residents in their respective areas representing all segments of the adult population and each representative conducted a needs assessment and submitted the results to the State Department of Education. (See needs assessment instrument). Appendix B.

Census Data from the latest estimated census for the state was used to determine areas populations. This information was documented by the research department of the Oklahoma Employment Security Commission dated January 1981. This same source will be used to update the needs assessment annually. Information gathered is a joint effort of the Bureau of Census Federal-State cooperative program for local population estimates prepared annually.

For adults 19 years of age and older there are 21,874 males and females in the state of Oklahoma that have no formal education. This information was obtained from the Oklahoma Employment Security Commission's publication "Oklahoma Population Estimates" released January 1981. These estimates are based on the Census Bureau's component method II.

There are 78,378 adults over nineteen (19) with only eighth grade education. There is an overall total of 529,026 adults over nineteen (19) with less than a ninth grade achievement level.

Department of Human Services. The Department of Human Services, through the social workers have recruited numerous ABE classes from their welfare rolls. There is a definite need of expansion in this phase of recruitment for the purpose of upgrading these people to become employable.

Oklahoma Human Services - a monthly bulletin published by the Department of Institutions, Social and Rehabilitative Services was used in gathering data for this plan and will continue to be used in updating the needs assessment for recipients of public assistance.

Vocational-Technical School. The Vocational-Technical Training Schools are finding need for adult basic education in preparing adults with a low level achievement before they advance to skill or vocation training. Adult Needs Assessment in Oklahoma - a study conducted by the Department of Research, Dissemination, and Evaluation, School of Occupational and Adult Education, Oklahoma State University, December 1980, was used to find the kinds of training individuals needed and wanted.

Nursing Homes - The Licensure and Certification Division of the State Health Department publishes a directory of licensed rest homes, nursing homes, intermediate care facilities, and

specialized homes. The information contained in this directory helped to establish the need for institutionalized adults.

Employment Security Commission - A monthly publication "Labor Force Data" was used and will continue to be used to pinpoint areas of high rates of unemployment. Even though Oklahoma has an over-all unemployment rate of 3.9%, which is considered to be fully employed, there are areas in the state that have a much higher percentage rate. Concentration will be directed to those areas.

Department of Corrections - The Department of Corrections works directly with the State Department of Education in establishing adult education programs in the institutions. The 1981 edition of "Facility Description and Program Guide" was used in determining the number of eligible participants in each of the correctional institutions.

Bilingual and English as a Second Language - Statistics compiled by the State Department of Education were used to locate families of children who qualify for bilingual education funds. Also, the 1980 annual report "Immigration and Naturalization Service" published by the U.S. Department of Justice was used to establish the number and nationality of all other immigrants in Oklahoma. Approximately 1,000 new immigrants move into Oklahoma each year as permanent residents.

Task Force - Keeping in mind that others could probably establish needs and priorities for the particular segment of the adult population they represent, better than the State

Department or other educational entities, the only practical method of determining priorities is to have these segments conduct a survey of needs in the area of interest and have a committee assimilate data collected and establish priorities. Participatory Planning Task Force - At the time of presentation of this plan, 127 members submitted a needs assessment instrument completed for the adult education segment of their area or interest. The function of this committee will be keeping the needs assessment current and be involved in helping carrying out the provisions of the state plan.

C. Inventory or Resources

The State Department of Education keeps an updated inventory of resources available to project recipients, including but not limited to:

I. Personnel - all certified administrators, teachers, and counselors and also the para-professionals and volunteers who are adult education oriented.

II. Facilities - The adult learning center directors inventory the area served by the center and compile a list of all available facilities that could be used for adult education programs. The facilities are identified as to the number of persons each can accommodate, the geographical location of the facility, cost, if any, for use of the facility, and time the facility is available for program use.

III. Instructional materials - The curriculum specialist for the State Department of Educaiton compiles a list of current educational materials that have been proven effective and are available for program use.

IV. Community resources - In cooperation with the State Department of Education, the learning center directors conduct periodic community resource inventories to determine what is available in the community that would make the program most effective.

D. Determining Program Priorities

Not less than eighty (80) percent of the grant-award will be used to meet the educational needs of those adults performing below the ninth grade level with special emphasis being directed to those who are in most need and can benefit more from these services. Not more than twenty (20) percent of the grant-award will be expended for persons achieving above the eighth grade level with less than completion of the requirements for a high school diploma or its equivalent. Not more than twenty (20) percent of the grant-award will be expended for a program of institutionalized adults.

I. Program priorities, as specified in the act, is determined by a comprehensive needs assessment conducted by the State Department of Education and the steering committee, a representative body of the total segment of the adult population. (See appendix for membership). Data compiled will be used to determine state and local priorities that are related to the national priorities to comply with provisions of the Act.

II. Basis of Priorities - A needs assessment was conducted by the task force to determine existing needs for the adult population. Data collected reflects the greatest number of adults who have not achieved the level of high school completion are those who have achieved below the ninth grade level. 692,998 adults

nineteen years of age or older have not achieved the level of high school completion. 529,026 of these adults have an educational achievement below the ninth grade level. This represents 76.3% of the adult target population. 94,497 of these adults have an educational achievement below the fifth grade. This represents 14.8% of the total target population. 1.2% of the adult population has limited English speaking ability which indicates a need for English as a second language or bilingual classes. 58 class sites have indicated a need for child care services and 61 class sites have need for transportation services. 286 non-institutionalized handicapped adults have been identified that are in need of adult education classes. 21 counties have an unemployment rate 4% or greater. Including institutionalized adults, 28% of the target population are categorized as elderly (ages 55 years and older). Including immigrants, 17.2% of the target population are considered minorities. Special emphasis (outreach) will be placed on meeting the needs of the target population by the allocation of funds in accordance with the percentage of adults in each category. State and local priorities are in correlation with national priorities.

III. Policies, procedures, criteria, and priorities are available for distribution to any eligible applicant for subpart C (annual program plan provisions) and subpart D (special experimental demonstration projects and teacher training) of the regulations.

IV. The most critical educational needs will be addressed with special emphasis, as long as there is no conflict with the provisions of the Act.

E. Allocation of Resources

I. The amount of federal funds expended for administration shall not exceed the amount specified by the secretary in the grant-award.

II. Only the reasonable necessary eligible expense for administration in carrying out the provisions of the program plan will be incurred.

F. Programs of Instruction

The State Department of Education will explore the possibilities of validating a Competency Based High School Diploma using similar criteria accepted in other states where the program has been proven successful.

I. Adult Basic Education

Adult basic education, particularily levels 1-5 will continue to be the first priority until it can be shown this need no longer exists. Grades 6-8 will be the second priority. Ungraded bilingual and English as a second language classes will be given special emphasis to insure that adults in need of these services will be given the opportunity to participate and achieve the English proficiency required to function in an American society.

II. Adult Secondary Education

Funds not to exceed twenty (20) percent of the grant-award may be expended for adult secondary education programs including adult secondary programs for institutionalized adults.

The needs assessment indicates that the needs of those who perform below the ninth grade achievement level have not been met, consequently, the Act prohibits that use of any grant award funds for this purpose until it can be shown that those

needs have been met. When an area can show that the basic needs have been met, and the need for secondary education is evident, that area may expend funds for instruction that would lead to completion of the secondary level.

III. Programs of Institutionalized Persons

Criteria used for determining the educational needs of institutionalized adults are the same as those for non-institutionalized adults.

IV. Bilingual Adult Education Programs.

Bilingual adult education programs will be established in areas where high concentrations of non-English speaking or limited-English speaking adults exist. The program of instruction will be designed so as to teach the adult both English language skills and to the extent necessary in the native language as determined by the needs assessment.

V. Applicant Assurances

Before an application is approved for funding it must include the assurance that participants in the project will not be charged tuition, fees, or any other charges, or be required to purchase any books or any other materils that are needed for participation in the program.

A cooperative agreement between the Bilingual Section of the State Department of Education and the Adult Education Section will assure coordination of activities of the Title VII program and the Adult Education program.

Joint workshops between the elementary and secondary bilingual

programs and the adult bilingual population are scheduled to enable parents of bilingual children to assist their children in adapting to the customs of this society. Adults will be informed of methods, techniques, and procedures they might use to encourage better and more productive results from their children in the public schools. They will also be informed of what is expected of them as a productive member of their community.

Cooperative agreements between the Oklahoma State Department of Vocational and Technical Education and the State Department of Education exist to ensure coordination of programs for bilingual students in vocational and technical schools and students in adult education classes wishing to pursue vocational skills and training.

A. B. E. skills related courses are provided for those bilingual students in adult education classes wishing to pursue a particular skill. Proper guidance and counseling techniques are employed to ensure greater success for the individual who wishes to pursue vocational training.

VI. The State Agency will not review an annual application from a public or private non-profit agency, organization, or institution unless this entity provides documentation to the State Agency that advice and guidance on the development of the project has been obtained from the Applicable Local Educational Agency, and provides the agency an opportunity to comment on the application prior to submission to the State Agency.

"Applicable Local Educational Agency" refers to the legally constituted public board of education or administrative agency which is located in the same city, county, township, school district, or other political subdivision of the state to be served by the application.

306 (b) (4) Annual Program Plan Format.

The program plan is constructed to insure a comprehensive adult education program that will eventually eliminate societal differentiation created by educational deficiencies of its members.

A. The goals of the State Department of Education are in concurrence with the purposes of the act.

I. Funds shall be allocated to applicants on the basis of an application, and shall be paid on the number of students enrolled in adult classes, except that a minimum and maximum classroom unit cost shall be established. A budget shall be approved accordingly, which includes funds allowed in Federal and State Regulations. Funds will be matched on a 90-10 ratio. The minimum and maximum classroom unit cost for bilingual and E.S.L. classes may be in excess of those amounts allowed for regular classes under the Plan since additional personnel, such as aides and interpreters may be employed with allotted funds in conducting such classes. Funds will be allocated in advance, but subsequent to the approval of the application for the class. Of the funds allotted to the State under the Adult Education Act, not less than 75 percent shall be used for programs of instruction to achieve the objectives.

The procedure for establishing, expanding, and implementing adult education programs will follow the procedures outlined in the Annual Program Plan.

II. The State Advisory Committee will advise the State Department

of Education on policies and procedures, and on approval of projects.

III. Applicants dissatisfied with the disposition of an application shall have a right to a hearing before the State Board of Education according to an orderly procedure established by the Board, if it is apparent that disagreement cannot be resolved by Adult Education officials.

IV. An eligible applicant shall serve as the administrative unit of a learning center encompassing large areas or populations of the state designed to serve the greatest number of people with the most acute needs.

V. Cooperation with other agencies and organizations having common interests or goals in this area will be vigorously encouraged.

VI. A comprehensive list of procedures for project participation can be found in the State Board of Education's Information and Regulations Relating to Adult Education. A copy of this bulletin is furnished to prospective applicants.

The state plan is designed to cover the three fiscal years FY-83 through FY-85. The projection of needs will not be accurate for the succeeding years, but updated needs assessments will be used to make the changes when it is apparent that changes are needed. The goal for FY-83 is to conduct classes for 15,000 adults with special emphasis being directed to rural and urban areas with high rates of unemployment, bilingual and English as a second language classes for those of limited English speaking ability, institutionalized

adults, handicapped adults, elderly adults, adults of minority groups, and immigrants. The goal for FY-84 is to conduct classes for 15,500 adults and for FY-85 the goal is to meet the basic educational needs for 16,000 adults using the priorities as determined by current needs assessments.

VII. The educational needs of the adult population as reflected by needs assessment instruments (see Appendix) completed by 127 members of the task force representing all segments of the adult population indicate that the greatest need is for those adults with an achievement below the ninth grade level. Needs also exist for bilingual and English as a second language for immigrants and Native Americans, institutionalized adults, skills related ABE classes and classes for preparation to complete a level of high school equivalency.

It is evident that a need for child care services and transportation exists in many communities which is addressed earlier in the plan. Competent personnel and adequate facilities are available to permit flexible class scheduling and location of convenient class sites. Cooperative agreements with agencies, organizations, churches and volunteer individuals will assure a comprehensive adult education program.

B. Specific program priorities and objectives:

Program priorities were determined by an on going needs assessment by the local directors and the task force steering committee. The rank and order of priorities are as follows:

1. Adults with less than a fifth-grade level.

2. Adults with an achievement level above the fifth grade and less than the ninth grade.

3. Special emphasis areas (in order of rank)

   a. Skills related ABE classes.
   b. Adults with limited English speaking ability.
   c. Institutionalized adults.
   d. Handicapped adults.
   e. Flexible class scheduling.
   f. G.E.D. preparation.
   g. Child care and transportation services.

I. Program objectives (according to priorities). The overall objective is to satisfy the educational needs in accordance with the established priorities for fifteen thousand (15,000) adults in FY-83, fifteen thousand five hundred (15,500) in FY-84, and sixteen thousand (16,000) in FY-85. The categorical distribution is as follows:

FY-83

1. 7200 adults with less than fifth-grade level.
2. 7800 adults with an achievement level above the fifth grade but less than the ninth grade.
3. 5,000 of the above will be in special emphasis categories as follows:

a. ABE skills related	850
b. Limited English speaking	1100
c. Institutionalized adults	2300
d. Handicapped adults	250
e. G. E. D. preparation	500

FY-84

1. 7400 adults with less than fifth-grade level.
2. 8100 adults with more than fifth-grade level but less than ninth grade.

3. 5200 of the above in special emphasis categories.

FY-85

1. 7400 adults with less than fifth-grade level.
2. 8100 adults with more than fifth-grade level but less than ninth grade.
3. 5500 of the above will be in special emphasis categories.

These projections are based on the assumption that funding will be at or above present levels. It is projected that sixty percent of the above adults will be able to assume the responsibilities required of a member of our society on completion of one of the adult programs.

Not less than seventy five percent of the grant award will be expended for instructional programs. Funds will be allocated proportionately according to anticipated needs in each program. Present needs assessments indicate the budget should be allocated as follows:

1. 28% for classes for grade levels one to five.
2. 36% for classes for grade levels six to eight.
3. 8% for skils related ABE classes.
4. 7% limited English speaking.
5. .2% for flexible class scheduling.
6. 20% for institutionalized adults.
7. .5% for G.E.D. preparation classes.
8. .2% for child care services.
9. .1% for transportation services.

Due to the question of funding for the ensuing years, no dollar amounts are estimated.

C. Activities and Procedures:

I. For FY83 the State Department of Education Personnel and Learning Center Directors with the help of task force members recruit students (with achievement levels of grades one through five) for 325 classes. Emphasis will be for those who need and want the services the most. Any eligible applicant will not be denied the opportunity to participate.

II. 430 classes will be established for adults with an achievement level of at least fifth grade, but less than the ninth grade. These classes will include the most appropriate and acceptable methods of teaching adults, including but not limited to the traditional classroom techniques, Competency Based Adult Education and A.P.L. methods.

III. A survey will be made and needed classes organized at the times and locations more convenient for those adults in need of skills-related ABE classes. Area vo-tech schools, private institutions, businesses and industries will be surveyed and classes established where the need exists and eligible participants desire to attend.

IV. Classes for persons with limited English speaking ability will be established for persons in Lawton, Oklahoma City, Tulsa, Altus and at various sites in Jefferson, Jackson, Pittsburg, LeFlore, Cherokee, Pottawatomie and Cleveland Counties. Other classes will be established at different locations where the need arises.

V. The Adult Learning Center directors will establish classes for adults in established institutions including but not limited to penal institutions, nursing homes, rest homes, institutions for the mentally retarded, and adult handicapped. Classes to accommodate 2,400 institutionalized adults will participate in ABE and skills-related ABE classes.

VI. 28 classes will be conducted for adults in G.E.D. preparation. The class sites are Oklahoma City, Tulsa, Pryor, Muskogee, Chickasha, Anadarko, Tonkawa, and Tahlequah. Five hundred adults will participate in the 28 classes. These classes will be open-entry, open-exit for purposes of attendance.

VII. Special emphasis will be directed to adults who can benefit more and are in greatest need of the adult education classes. Flexible class scheduling, child care services and transportation will facilitate class attendance and participation of these adults. To assure that these provisions are met, agreements will be worked out with agencies already offering these services and by contacting volunteer organizations, churches, and individuals at the local level who are willing to provide these services at no expense to the program.

Funds will be expended from the grant-award to meet the expense of these services when it has been determined that the services are needed and no other sources of meeting these needs are available.

VIII. The State Department of Education will put special emphasis

on the expansion of delivery services for at least educated adults by contracting with any public or private non-profit organization, agency or institution to provide these services where needed and are not otherwise being provided. All cooperating agencies, institutions and organizations will be utilized in helping recruit the least educated adults in each community. Funding will be provided by the same formula as used for local educational agency programs.

At the time this plan was submitted to the U.S. Department of Education, statistics indicated that all urban areas are considered to be fully employed; but at the same time, 25 counties have an unemployment rate of above 4%. The target population includes the unemployed adults in the 21 counties. The State Department of Education will furnish a list of the national and state priorities and the criteria for evaluating a proposal to any eligible applicant wishing to submit a proposal for an adult education program.

D. Applications for funds will be evaluated according to the following criteria. The stated goals and objectives and annual performance report will be the instruments for evaluation. State staff monitoring will assure program continuity.

I. Does the project application provide service to an area of the state having a high concentration of people to benefit from such service?

II. Has the application been prepared in cooperation with various organizations and agencies and/or an advisory council which

has a mutual interest in the program?

III. Is the proposal economically sound and comprehensive in nature according to the needs of the people to be served?

IV. Is it apparent that personnel and facilities are available to conduct effective operations?

V. Has adequate provision been made for dissemination of information about the program and for recruitment for students?

VI. Is the project designed to meet the most acute needs of the people benefiting from the program?

VII. Is it apparent that the program provides for effective administration and supervision by the local agency?

VIII. Are effective instructional materials used and are effective methods of instruction applied?

IX. Is the program aimed primarily towards ABE activities?

X. Does the applicant specify means to be used in recruiting the least educated and most in need of the service?

XI. Has an adequate assessment been made to clearly reflect the needs of the local population and are these needs specifically addressed?

XII. If the population is in need of such services as child care, change in location of classes, or flexible scheduling, can these needs be met?

XIII. Has the applicant explored the available resources from other agencies to the fullest.

XIV. Is funding request realistic in serving the needs indicated in the application?

E. Applicants for Adult Education Funds.

I. Local agencies, organizations, and institutions will submit annual applications for programs under this act to the State Department of Education, Adult Education Section.

II. Applications will be filed on forms supplied by the State Department of Education. Applications must address the needs of the population to be served as reflected by a needs assessment.

III. Applicant must assure that there will be no charge to the student for instruction, books, materials or services.

IV. Applicant must specify the means used to inform the least educated and most in need of the services available to them.

V. Applicant must list local resources available that will support the proposed program, i. e. services such as child care, transportation, flexible schedules, available space, etc.

VI. Each project applicant for adult education funds must have signed, written commitments from other agencies, organizations, and institutions, stating their willingness to help in the delivery of adult education services, submitted with the application.

VII. Applications will be reviewed by a committee consisting of seven (7) persons chosen from the Steering Committee representing all facets of the population. This committee will evaluate proposals in terms of local, state and national priorities. The Director of Adult Education and the State Adult Education staff will assist by offering technical advice.

VIII. The steering committee meets four times each year (quarterly) (see calendar of events) to evaluate the progress of each project's objectives as reflected by the needs assessment accompaning the application.

Weaknesses and strengths of the on-going programs are enumerated and compared to the objectives in the state plan.

The committee makes recommendations and suggestions on where more emphasis should be stressed and methods of expansion for the total AEE program.

310 Special Experimental Demonstration Projects and Teacher Training.

I. Applicability. Statewide priorities and objectives are determined for teacher training and special demonstration projects by the local adult basic education teachers, Adult Learning Center directors, State Department of Education staff, representatives of cooperating agencies (Task Force) and the State Advisory Council.

II. Allocation of Resources+ No less than 10 percent of the State's grant award will be expended for special experimental demonstration projects and teacher training.

A. Eligible Applicants

Experimental and Demonstration Project. The State Department of Education personnel will assist any agency in determining priorities for special demonstration projects. Publication for bids on contracts for special demonstration projects will reflect the concern for nonduplication of effort on projects already conducted. The State Advisory Council will act in an advisory capacity on all special demonstration projects approved by the State Department of Education. Special demonstration projects with national significance will be given first consideration when awarding contracts.

I. The priority for approving applications for special demonstration projects shall include but not be limited to the following type of program:

1. Projects designed to enhance the possibility of meeting critical educational needs of the target population.

2. Projects which have replication or exportability characteristics relating to improved practices and products in the adult learning process.
3. Projects which include demonstrations with or innovations in the production of materials or the utilization of equipment and materials, or with methods and techniques for presenting information to the learner or student confidentially.
4. Projects which experiment with the involvement or integration of labor, employer and educational domains to foster a better learning climate.
5. Projects which experiment with the integration of the cognitive, psychomotor, and affective domains in improving the adult learning process.
6. Projects to conduct literacy assessments.

B. Teacher Training

The State Department of Education will accept bids from eligible applicants to conduct teacher training projects with funds available for that purpose under Section 310(2) of the Act. Allowable costs that will be considered for successful bidders are as follows:

I. Administrative Costs (not to exceed 15 percent of the total Adult Basic Education project). No additional administrative cost will be allowed for instruction of adult Indochinese instruction since it will be funded by the State's grant award for Adult Basic Education.

1. Salaries
2. Benefits
3. Travel
4. Consultants
5. Rent (if needed)
6. Auditing, Bookkeeping, etc.
7. Indirect Costs
8. Communication (telephone, postage)
9. Evaluation (An independent evaluation is required, utilizing evaluation instruments designed by the evaluator, that best determines the effectiveness of the projects.)

II. Program Costs

1. Teacher salaries for personnel conducting seminars shall not exceed $100.00 per day of instruction that the teacher performs.
2. Fringe benefits are to include only the matching portion for withholding from the teacher's salary for retirement systems and social security.
3. Travel and per diem, where warranted.

III. Participant Cost

1. Participant Stipends and Travel Allowance. Each participant shall be paid a stipend not to exceed $20.00 per day for each five-day seminar. A participant may be paid the state travel rate ($.22 per mile) for one round-trip from his/her home to the seminar site.

2. Instructional materials and supplies.

3. Equipment (small), may purchase.

4. Equipment (large), rental.

C. Eligible Applicants

Eligible applicants for funds under both types of projects shall include:

1. State Education Agencies and Local Education Agencies.

2. Public and private agencies, institutions and organizations inside and outside this state.

I. Ineligible applicants. No funds will be used for programs conducted by any school department of divinity, as defined in Section 312 of the Act.

D. Applications for Special Demonstration Projects and Teacher Training

I. Policies and procedures relating to special demonstration projects and teacher training. The State Department of Education will elicit and approve applications for funds to establish special demonstration projects and teacher training projects not to be less than 10% of the State allocation in a given year.

II. Special projects. Funds will be awarded to successful bidders for special projects under criteria as set forth in this plan.

III. Adult Education Staff Development

1. Oklahoma State Department personnel will participate

in the joint effort of Staff Development for Region VI.

2. Four workshops will be conducted in June, July, and August, 1982, for teachers of ABE and directors of Adult Learning Centers.

   In-service workshops will be conducted at all the Learning Centers in cooperation with the State Department of Education. State Department of Education personnel will conduct annually for teachers of CBAE two teacher training workshops.

3. Oklahoma State Department of Education personnel will conduct two teacher training sessions annually for teachers of persons of limited English speaking ability.

E. Establishing of National Priorities in Adult Education

I. The State Department of Education will annually review and identify national priorities in the field of adult education and amend the State Plan to incorporate the current priorities with the priorities of the state and local educational agencies.

II. Teacher Training and Special Demonstration Projects.

At the time of notification of the grant award, bids are solicited by publication in the newspaper of general circulation. i. e., The Daily Oklahoman. In monthly publication of the Superintendent's Newsletter and the Educator following the announcement of the grant award, the amount of the grant is published and the minimum of

the award (ten percent) is announced to be available to successful bidders for teacher training and special demonstration projects. This is repeated again in January.

F. Criteria for Evaluating Special Demonstration Projects and Teacher-Training Applications.

The State Department of Education will give consideration to the following factors in assessing the strengths of the two types of applications:

I. Are objectives defined, clearly stated, capable of being achieved, and measurable?

II. Are proposed activities of the application relevant to the priority needs outlined in this plan?

III. Is it apparent that the potential recipient has available qualified personnel and necessary facilities and other resources adequate to achieve project objectives?

IV. Are the size, scope, and duration of the project adequate to produce anticipated results and does it appear that proposed expenditures are measurable?

V. Does the project have promise for production of effective materials or the development of improved practices and techniques to improve Adult Education?

VI. If appropriate, does the application provide for cooperation and coordination between business, labor , and education forces?

VII. Is there coordination between this project and local

Adult Education programs and other demonstration or teacher training projects?

VIII. Are there possiblilities of replication or exportability of results to other projects, and has other provisions been made for dissemination of information about the project?

IX. Is there adequate provision for evaluation of the project's effectiveness in terms of State objectives?

X. Are Section 310 projects oriented toward serving those least educated and most in need? (Only those projects giving consideration to serving adults least educated and most in need will be funded.)

G. Submission of Applications

I. Mass media will be used as well as State Department of Education publications to inform eligible applicants about the purpose and nature of this part of the Adult Education Program.

II. Prospective applicants should first submit a brief abstract of the project proposal to the Adult Basic Education Section for consideration on the merits of the purpose. nature, and scope of the proposal before proceeding with the development of the proposal in its entirety.

H. Application Review Panel

A review panel of independent readers and the State Advisory Council will review and make recommendations on applications before the Adult Education Section finally recommends approval to the State Superintendent. 5.9(a) The criteria used for selection of membership is:

1. Know the critical areas of need in adult basic education.
2. Currently working in or have had experience in adult education programs.
3. Representative of institution of higher education.
4. Representative of special education interest of an adult segment.
5. Member of local educational agency.
6. Member of the State education agency.
7. Member of a cooperating agency, organization, or committee.

8. Individual with special adult education interests.

I. Selection Criteria for Teacher Training Participants

A teacher must be presently working in the area of Adult Basic Education or will be employed during the fiscal year in Adult Basic Education. Those that wish to attend that have not participated in more than three Adult Training Workshops. Those recommended by the Area Program Director. Those participating for college credit must meet college entrance requirements.

J. Notification to Bidders on Approval or Rejection of Proposal

A review panel of independent readers and the State Advisory Committee will review and make recommendations on applications before the Adult Education Section finally recommends approval to the State Superintendent. Two weeks prior to the Advisory Council meeting, each member is mailed a copy of all proposals submitted for consideration. The Council discusses each proposal and determines which proposals meet the criteria outlined in the State Plan. The Council then determines which should have priority and advises the State Department of Education. The Adult Education Section staff and the Assistant State Superintendent determines which proposals warrant funding and present them to the State Board of Education for approval. The applicants are notified by mail that their proposals are approved or rejected. A critique of the proposal accompanies all rejected proposals. Funds will be

granted to successful applicants upon proper execution of forms supplied by the State Department of Education.

K. Hearings

Dissatisfied applicants will be given an opportunity to a hearing before the State Superintendent. The applicant shall file a formal request for a hearing stating the reasons why he is not satisfied with the decision. Within ten days from the date of the receipt of the request, the State Department of Education will notify the applicant stating the date, time, and place of the hearing.

L. Program Evaluation Procedures

I. The State Department of Education will monitor each program funded from the grant-award. Using evaluation instruments designed to measure the effectiveness of the program or project, dissemination of the findings as a result of the evaluation will be accessible to the local, state, regional, and national agencies, organizations, and/or individuals requesting such findings.

II. Independent third party evaluations of specific programs will be conducted for determining to what extent state-wide goals have been met in carrying out the purpose of the act. Copies of the evaluation will be sent to the U.S. D. E. and to the national and state clearinghouse for dissemination purposes.

III. An ongoing evaluation by the State Adult Education staff and local Advisory Council will be conducted for Section

306 projects, also, an annual evaluation will be made by the State Advisory Council.

Section 310 projects will be monitored by the State staff on a continuing basis with an external evaluation at the completion of the project.

An annual evaluation of both Section 306 and 310 activities will be made by the Steering Committee at the end of each fiscal year.

Criteria for evaluation of Section 306 and 310 activities will be based on the objectives stated by the applicant in the original application for funds.

M. Reports

Reporting procedures and requirements are itemized on each project application and become part of the contract with the State Department of Education, if the project is approved. Each agency participating in the Adult Education program is required to make the necessary reports to the State Department of Education at the time and to the extent specified in the contract. The recipient agency is also required to submit such reports that the State Department of Education deems necessary regardless of whether they are enumerated in the contract.

N. Requested Reports:

I. Final Reports: Within fifteen days after the approval of a project under Section 310 or 306(a)(4) the State Agency shall provide the Secretary with an abstract of each

proposal approved for funding. The State Agency shall submit to the Secretary, within 120 days after completion of the project, copies of final reports of programs or projects conducted by awardees under Sections 306 (a)(4) and 310 of the Act. The State Agency shall submit, within 60 days after the end of any fiscal period, a report on the use of Federal funds.

II. Special Reports:

Financial Reports: The State Agency shall submit financial reports annually, 90 days after the end of the contract period.

Performance Reports: The State Agency shall submit performance reports annually, 90 days after the end of the contract period.

Evaluation Activities: The State Agency shall submit to the Secretary, a summary of evaluation activities within 90 days after the close of each program year.

III. Independent Evaluations: The State Agency shall forward to the Secretary a copy of any independent evaluations of projects and programs (including projects under Section 310 and programs of instruction under Section 310 of the Act.)

O. Dissemination of Materials Produced by Projects

In accordance with guidelines provided by the U.S. Office of Education Clearinghouse on Adult Education, the State Agency shall provide a compilation of all projects for each fiscal period in which funds under Sections 306(a)(4) and 310 of

the Act are used to carry out such programs. The State Agency shall submit along with its Annual Program Plan a copy of any adult education legislation enacted by the State and a summary of the approved level of funding.

CALENDAR OF EVENTS

January 15-22, 1982 -	Participatory Planning Task Force Meetings to Evaluate FY-80, FY-81, FY-82 program, accomplishments and survey needs for FY-83-85
February 12, 1982	Steering Committee Meeting (determine priorities and goals).
February 1982	Copy of State Plan to each County Superintendent's office for 60 days to be reviewed by interested members of society and comment on the provisions
February 1982	Copies of State Plan to Joint House & Senate Review Committee and State Clearing House
February 1982	Copies of State Plan to be in Secretary of State Board's office for distribution to State Board members
February 1982	Copy to Governor
March 4, 1982	Adult Education Advisory Council Meeting
March 21-23, 1982	State ABE Director's meeting
March 25, 1982	9:30 tentative approval of State Plan
April 29, 1982	State Plan - Public hearing at Board meeting and final adoption or rejection
May 1, 1982	Submission to U.S.O.E. for commissioners approval or rejection
June 7-11, 1982	Teacher Training Workshop, Central State University
June 8, 1982	Steering Committee Meeting
June 14-18, 1982	Teacher Training Workshop, Southeastern Oklahoma State University
June 15, 1982	Deadline for FY 80 applications from L.E.A.'s
June 29, 1982	Adult Education Advisory Council meeting
July 1, 1982	Anticipated approval of State Plan
July 12-16, 1982	Teacher Training Workshop, University of Oklahoma
July 15, 1982	Notification of appropriation to L.E.A.'s
July 15, 1982	FY 83 Annual Performance and Financial Reports from L.E.A.'s
August 2-6, 1982	Teacher Training Workshop - Northeastern Oklahoma State University

August 23-31, 1982	Evaluation of the total Adult Education Program
August 23-27, 1982	Area Adult Basic Education Inservice Teacher Training
September 7, 1982	Adult Basic Education Classes begin
September 19-21 1982	Annual Oklahoma Fall meeting for Adult Education Directors
September 20, 1982	Adult Education Task Force Steering Committee meeting
September 20, 1982--June 30, 1982	- State Staff Visitation and Monitoring Adult Basic Education Programs
September 21, 1982	State ABE Advisory Council Meeting
October 21, 1982	Annual meeting of Adult Basic Education Association - Oklahoma City
November 1982,	NAPCAE Meeting in San Antonio, Texas. Two staff members will attend
December 9, 1982	Adult Education Advisory Council Meeting
December 28, 1982	Completion of first 100 hour classes which meet twice weekly
January 4, 1983	Beginning of second 100 hours classes which meet twice weekly
January 10, 1983	Adult Education Task Force Steering Committee Meeting. Evaluation of ABE Programs
February 14, 1983	Adult Education Advisory Council Meeting, (Evaluation of ABE Programs)
February 1983	District Teachers Meeting - OEA Districts - Statewide
March 20-22, 1983	Annual Spring Meeting for Oklahoma Adult Educaion Directors
March 10, 1983	Adult Education Advisory Council Meeting
March 25, 1983	Completion of first 100 hour classes which meet one time weekly
June 21, 1983	Update needs assessment and reestablish priorities
June 24, 1983	Adult Education Task Force Steering Committee Meeting
June 28, 1983	Adult Education Advisory Council Meeting
June 30, 1983	Completion of all Adult Basic Education classes by participating agencies

June - July - August,	1983	Four (4) Teacher Training Workshops, one of which address competency Based Education and one which will address needs of Elderly Adults and Minorities
July 15,	1983	Allocation of Adult Basic Education funds to L.E.A.'s
July 15,	1983	All FY 82 Adult Basic Education reports due
July 15,	1983	Amend State Plan, if need exists
July	1983	Adult Education Advisory Council Meeting
August	1983	State Department of Education Evaluation of total ABE Program
August	1983	Area Inservice Adult Basic Education Teacher Training
September	1983	Beginning of Adult Basic Education classes and monitoring by State Staff
September	1983	Directors Meeting, Steering Committee and Advisory Council
October	1983	OEA Meeting
November	1983	NAPCAE
December	1983	Advisory Council. End of first 100 hour classes
January	1984	Beginning first 100 hours. Steering Committee Meeting
February	1984	Adult Advisory Council Meeting. District Teacher's Meeting
March	1984	Directors Meeting and Advisory Council Meeting
May	1984	Advisory Council Meeting
June	1984	Advisory Council and Steering Committee Meetings. Updating of needs assessment and reestablishment of priorities. Completion of all Adult Basic Education classes
June - July - August,	1984	Four Teacher Training Workshops
July 15,	1984	Allocation of Adult Basic Education funds to L.E.A.'s
July 15,	1984	All FY 83 Adult Basic Education reports due
August	1984	State Department of Education Evaluation of total ABE Program
August	1984	Area Inservice Adult Basic Education Teacher Training
August	1984	Amend State Plan, if need exists

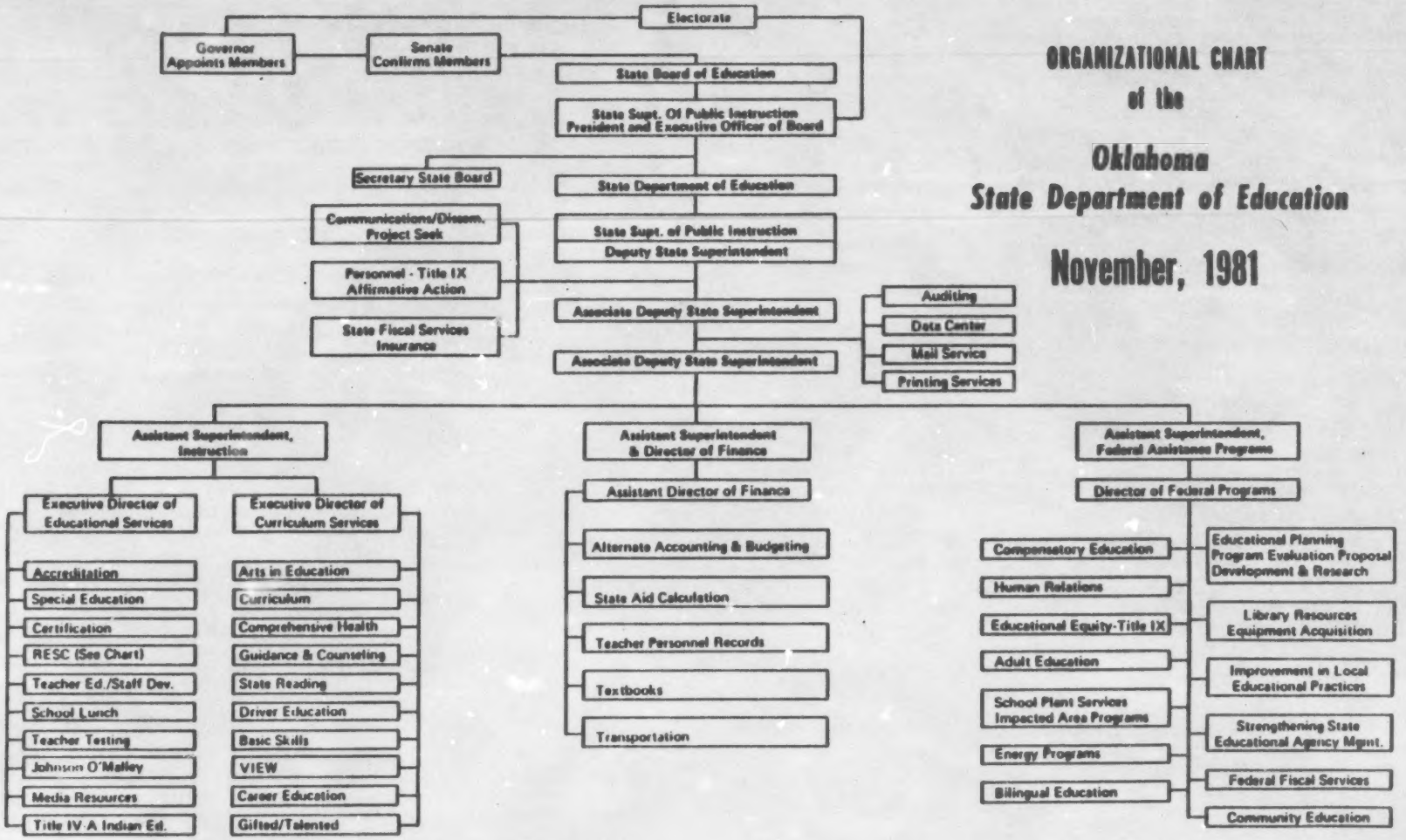
September	1984	Beginning of Adult Basic Education classes and monitoring by State Staff
September	1984	Directors Meeting, Steering Committee and Advisory Council
October	1984	OEA Meeting
November	1984	NAPCAE
December	1984	Advisory Council. End of First 100 hour classes.
January	1985	Beginning first 100 hours. Steering Committee Meeting
February	1985	Adult Advisory Council Meeting. District Teachers Meeting
March	1985	Directors Meeting and Advisory Council Meeting
May	1985	Advisory Council Meeting
June	1985	Advisory Council and Steering Committee Meeting. Updating of needs assessment and reestablishment of priorities. Completion of all Adult Basic Education classes

APPENDICES

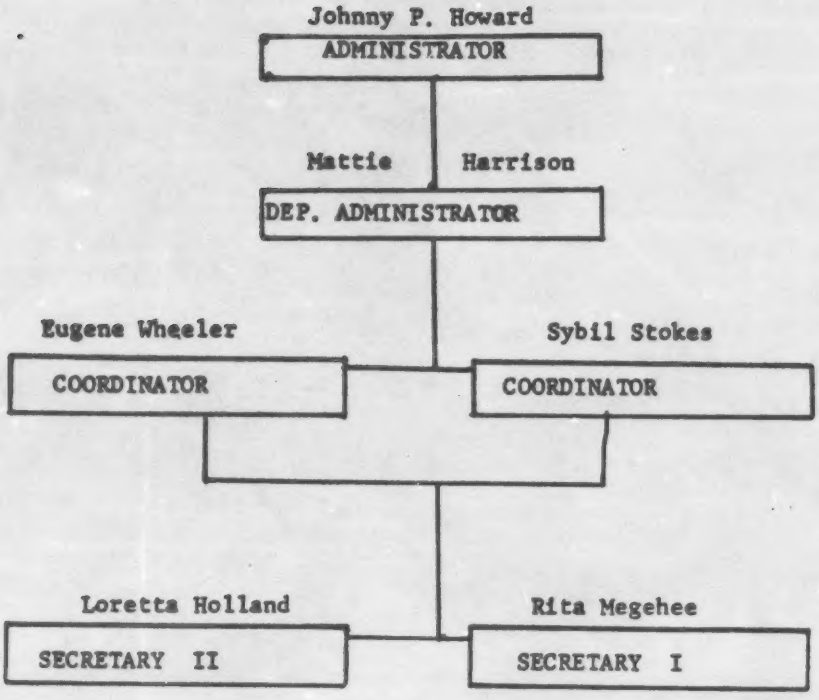
APPENDIX A

ORGANIZATIONAL CHARTS

ORGANIZATIONAL CHART
of the
Oklahoma
State Department of Education
November, 1981



ADULT EDUCATION SECTION



MEMBERS OF THE ADVISORY COUNCIL FOR ADULT EDUCATION

The membership of this council reflects the ideas and views from all segments of our society.

ADVISORY COUNCIL

Rae Annis----------Woodward

Church Organizations and Fraternal Organizations

Merle Chapman----------Oklahoma City

Urban and Limited English Speaking

Freeland Cudjoe----------Pauls Valley

Affirmative Action, Minorities and Ethnic Populations

Harley Pierce----------Weaver

Rural Populations, Community, Volunteer and Non-Profit Organizations

Ed Fee----------Bartlesville

School Administration and Labor Unions

Arnold Stock----------Tulsa

Adult Education Directors and Institutionalized Adults

John Talbott----------Stillwater

Dept. of Vo-Tech, Higher Education, Manpower and Training Agencies

David Williams----------Durant

Handicapped, Business and Industry

Vacant----------

Retired Layman and Elderly

DIRECTORS - ADULT LEARNING CENTERS (ABE) 1981-82

Benny Floyd
1400 Stadium Dr.
ADA, OK 74820
Ph: 405-332-6711

Ben Baucum
611 W. Pecan
Box 558
ALTUS, OK 73521
Ph: 405-482-0785 (before 2:15)
482-0367 (after 2:30)

Milton C. Notley
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1400 S. Mission (mail)
ANADARKO, OK 73005
Ph: 405-247-6671

Donnell Cox
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Clayton Nolen
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PAULS VALLEY, OK 73075
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238-3596 (after 4 p.m.)

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Twelfth & Brenner
Box 667
PAWHUSKA, OK 47056
Ph: 918-287-1266 (morning)
287-1221 (evening)

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Fifth & Overbrook
PONCA CITY, OK 74601
Ph: 405-765-5507

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Ph: 918-647-9141

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Ph: 918-825-1255

Doyle Monger
312 S. Walnut
Box 529
SALLISAW, OK 74955
Ph: 918-775-4625

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OKC# 235-1791

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918-456-5671

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TALIHINA, OK 74571
Ph: 918-567-2259

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B. J. Webb
1020 N. Weigel
Box 310
WATONGA, OK 73772
Ph: 405-623-7367 or 7364

Richard Sloan
1100 S. Okfuskee
Box 870
WEWOKA, OK 74884
Ph: 405-257-2341

John Shero
301 W. Caddo
WILBURTON, OK 74578
Ph: 918-465-2100

Dr. John P. Kessinger
1023 Tenth St.
Box 668
WOODWARD, OK 73801
Ph: 405-256-6063

APPENDIX B

COOPERATING AGENCIES, ORGANIZATIONS, ETC.

APPENDIX

Results and projections of the cooperative effort with other organizations and agencies.

Through close cooperation with the work experience and work training programs we have been able to provide classes to furnish the basic academic background necessary for employment in various vocations. In some cases it required changes in scheduling to accommodate the persons involved. Opening the channels of communication will provide more participation in the next three years. By the same token we have used work-study participants as aides in some of our ABE classes. Due to reduced funding this participation will probably be reduced in the immediate future.

The cooperative effort with the Department of Human Services has been very productive. Through their referrals, we have been able to reach three hundred and forty (340) low-level persons whom we probably would have not reached without their cooperation. With the adoption of new regulations in the Department of Human Services, requiring all those physically able to seek employment, the number should dramatically increase the next three years.

Our cooperation with the Bureau of Indian Affairs has been very rewarding. Through the B.I.A. Offices in Anadarko and in Muskogee we have been able to reach approximately four hundred native Americans whom we probably would not have been able to recruit without their contacts. Funding cuts for the B.I.A. indicate even greater participation in the next few years.

Working with the Community Education Program has resulted in the establishment of A.B.E. classes at all schools that have a community education program. These classes have been an integral part of the overall program. With the varied programs offered we expect more people to be attracted in the

years ahead and hence improve attendance in the A.B.E. classes.

The State Health Department (SHD) has been invaluable in supplying information to A.B.E. participants. The SHD also provides basic medical care for those unable to pay for the services. The SHD encourages the participants to call on them and it is expected that the number of participants will continue to increase. Approximately one-hundred-sixty (160) A.B.E. participants have been served in FY 80-81.

Through the cooperative effort with the churches we have been able to provide physical facilities in areas where we were in dire need of classes. Not only have they furnished places to meet but in some cases provided child care. We project this cooperation to increase in the years to come.

Business and industry have been most helpful in making referrals to the A.B.E. program, as well as offering physical facilities for classes. The increased emphasis by both business and industry on academic achievement of their employees indicate a growth in their field in the immediate future.

In an effort to serve the older population, eleven classes have been established in rest homes in the last two years. Three classes are held in senior citizen centers and four in churches that serve the elderly. The ever increasing number of elderly indicate a further growth in the next three years.

Our very close relationship with the Vocational-Technical Department has been most successful. It is this relationship that has enabled us to explore one of our most requested priorities - skills related A.B.E. programs. A.B.E. classes are held in 85 percent of the areas Vo-Tech schools in the state. Approximately 1200 persons were served in these classes in FY 80-81. A special project is now being conducted in conjuction with the Oklahoma City Skills Center to develop academic materials for instruction in the area of machine shop operation for limited English speaking adults. The future of A.B.E. in

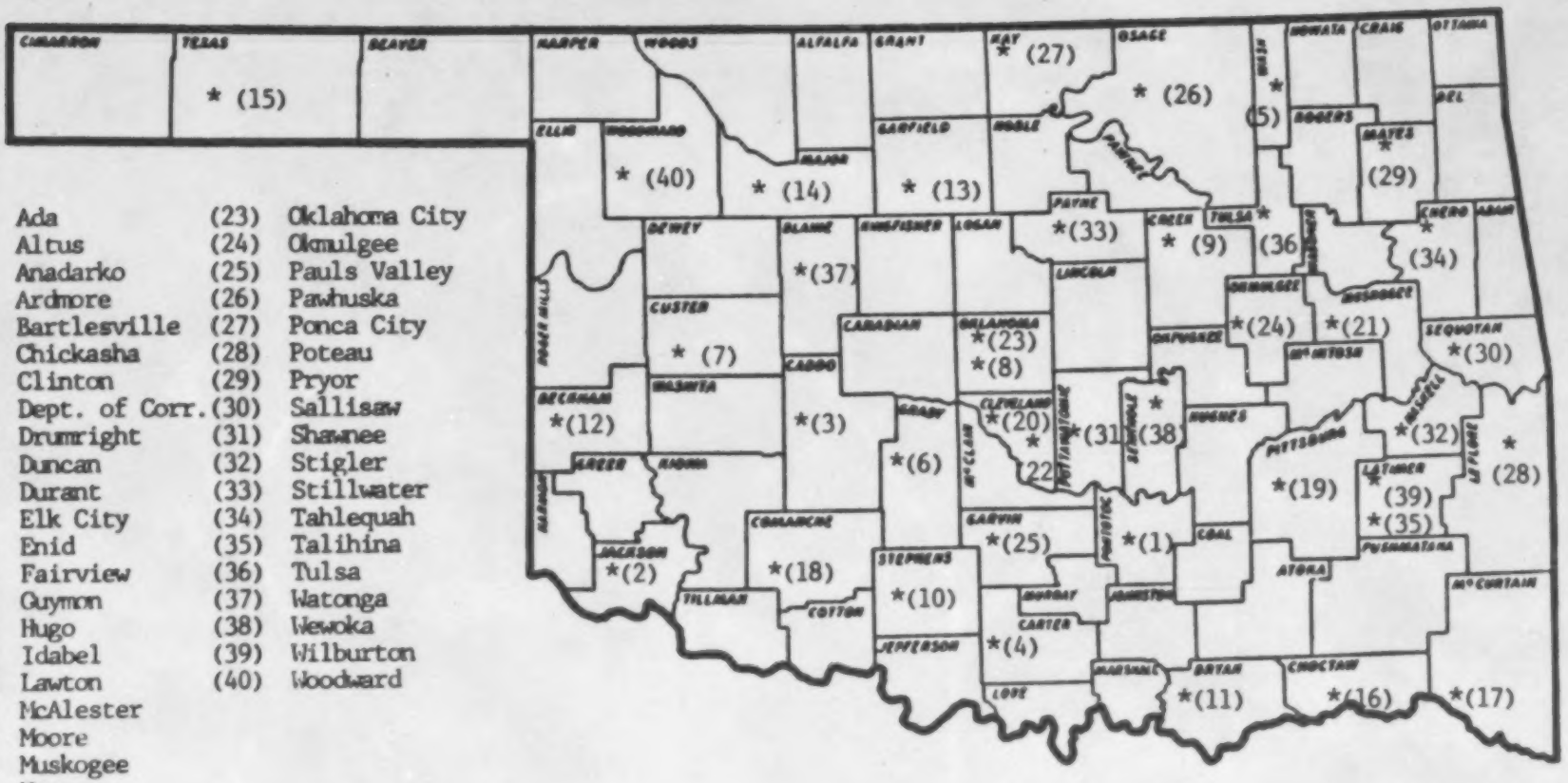
conjunction with Vo-Tech is extremely encouraging.

The emphasis on cooperation with other organizations and agencies has not only resulted in opening lines of communication that have been very beneficial to all concerned but also tends to reduce duplication of effort.

APPENDIX C

STATE MAP LEARNING CENTERS

ADULT LEARNING CENTERS



(1) Ada
(2) Altus
(3) Anadarko
(4) Ardmore
(5) Bartlesville
(6) Chickasha
(7) Clinton
(8) Dept. of Corr.
(9) Drumright
(10) Duncan
(11) Durant
(12) Elk City
(13) Enid
(14) Fairview
(15) Guymon
(16) Hugo
(17) Idabel
(18) Lawton
(19) McAlester
(20) Moore
(21) Muskogee
(22) Norman
(23) Oklahoma City
(24) Okmulgee
(25) Pauls Valley
(26) Pawhuska
(27) Ponca City
(28) Poteau
(29) Pryor
(30) Sallisaw
(31) Shawnee
(32) Stigler
(33) Stillwater
(34) Tahlequah
(35) Talihina
(36) Tulsa
(37) Watonga
(38) Wewoka
(39) Wilburton
(40) Woodward

CENTER	COUNTIES SERVED
1. Ada	Pontotoc
2. Altus	Harmon, Greer, Jackson, Tillman, Kiowa
3. Anadarko	Caddo
4. Ardmore	Carter, Love, Jefferson
5. Bartlesville	Washington, Nowata
6. Chickasha	Grady
7. Clinton	Custer, Roger Mills
8. Department of Corrections	
9. Drumright	Creek Okfuskee, Lincoln
10. Duncan	Stephens, Cotton, Jefferson
11. Durant	Bryan, Marshall, Johnston, Coal, Atoka
12. Elk City	Beckham, Roger Mills, Washita, Kiowa
13. Enid	Garfield
14. Fairview	Major, Woods, Alfalfa, Grant
15. Guymon	Texas, Cimarron, Beaver, Harper
16. Hugo	Choctaw, Pushmataha
17. Idabel	McCurtain
18. Lawton	Comanche
19. McAlester	Pittsburg, McIntosh
20. Moore	Cleveland, Canadian, Oklahoma, Logan
21. Muskogee	Muskogee, Wagoner, McIntosh
22. Norman	Cleveland, McClain
23. Oklahoma City	Oklahoma
24. Okmulgee	Okmulgee
25. Pauls Valley	Garvin, Murray
26. Pawhuska	Osage
27. Ponca City	Kay
28. Poteau	Leflore
29. Pryor	Mayes, Rogers, Craig, Ottawa, Delaware
30. Sallisaw	Sequoyah, Adair
31. Shawnee	Pottawatomie
32. Stigler	Haskell
33. Stillwater	Payne, Noble, Pawnee
34. Tahlequah	Cherokee, Adair, Delaware
35. Talihina	Leflore, Pushmataha
36. Tulsa	Tulsa
37. Watonga	Blaine, Dewey, Fingfisher
38. Wewoka	Seminole
39. Wilburton	Latimer
40. Woodward	Woodward, Ellis

APPENDIX D

SEC. 435(b) AND SEC. 436(a)
SINGLE STATE
AND
L. E. A. AGENCY APPLICATIONS

The requirements for Section 345(b) and 436(a) of the Adult Education Act have been met.

(1) A single state application is on file in the Office of the Secretary of the U. S. Department of Education.

(2) Single Local Educational Agency applications are on file and current at the State Department of Education in Oklahoma City. A copy of which is enclosed in this Appendix.

J. D. GIDDENS
ASST. SUPERINTENDENT
INSTRUCTION

JACK STRAHORN
ASST. SUPERINTENDENT
STATE FEDERAL

S. H. MC DONALD
ASST. SUPERINTENDENT
FINANCE

State Department of Education

LESLIE FISHER, Superintendent
LLOYD GRAHAM, Deputy Superintendent
TOM CAMPBELL, Associate Deputy Superintendent
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105

January 15, 1981

Mr. Paul V. Delker
ROB 3, Room 5056
Seventh and D Streets, South West
Washington, D.C. 20202

Dear Mr. Delker:

During the M.E.R.C. of the Adult Education program in Oklahoma, it was pointed out that we were not in compliance because we did not have on file the "Single Application" from each L.E.A. receiving federal funds as mandated in section 436 of the General Administrative Regulations.

I am enclosing an interoffice memorandum from Mr. Jack Strahorn, Assistant State Superintendent, State/Federal programs, stating that all L.E.A.'s and the Department of Corrections have on file in his office the "Single Application" as required.

I am also enclosing a copy of the "Single Application" for your review and comments, if any.

According to the information from Ms. Myrna Hugi, this should put Oklahoma in full compliance.

If this does not, please let us know what else is necessary, and we will comply.

Sincerely,

Johnny P. Howard

Johnny P. Howard, Administrator
Adult Education Section

lh
Enclosures

J. D. GIDDENS
ASST. SUPERINTENDENT
INSTRUCTION

JACK STRAHORN
ASST. SUPERINTENDENT
STATE FEDERAL

TOM CAMPBELL
ASST. SUPERINTENDENT
FINANCE

State Department of Education

LESLIE FISHER, Superintendent
LLOYD GRAHAM, Deputy Superintendent
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105

MEMORANDUM

TO: County Superintendents, Superintendents, and Principals of Dependent Schools

FROM: Jack Strahorn

DATE: November 20, 1980

SUBJECT: General Application for Federal Funds for Assistance to LEAs

The extension of the Elementary and Secondary Education Act, P.L. 95-561, which was enacted into law in 1978, contains a majority of Federal legislation related to elementary and secondary programs. In Title XII, Part C, Section 1231, Congress amended sections of the General Education Provisions Act concerning state and local administration of programs. The amendments included Section 436 of the General Education Provisions Act relating to a single local educational agency (LEA) application. Section 436 (a) states:

"Each local educational agency which participates in an applicable program under which Federal funds are made available to such agency through a State agency or board shall submit to such agency or board a general application containing the assurances set forth in subsection (b). That application shall cover the participation by that local education agency in all such programs."

The Oklahoma State Department of Education has not required LEAs to submit the assurances required in Section 436 (b), because Title V-A which provides for administering a single application was not funded. Recently, the U.S. Department of Education has notified the Oklahoma State Department of Education that we must require all LEAs participating in Federal programs to submit the assurances provided for under Section 436 (b) of the General Education Provisions Act.

Enclosed is an Oklahoma State Department of Education General Application for Federal Funds for Assistance to LEAs. Basically, this general application simply states the assurances provided for under Section 436 of the General Education Provisions Act. We are requesting that the superintendent or authorized official sign the application and return it to Mr. Jack Strahorn, Assistant State Superintendent, State-Federal Programs, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105, at your earliest convenience.

OKLAHOMA

State Department of Education

INTEROFFICE MEMORANDUM

TO: Johnny Howard

FROM: Jack Strahorn

DATE: January 14, 1981

SUBJECT: General Assurances

All local educational agencies which receive Adult Education funds and the Department of Corrections have sent in the General Application for Federal Funds for Assistance to Local Educational Agencies. These are on file in my office.

For Your Information ◯ As You Requested ◯ For Your Comments ◯ Please Reply ◯

For Your Approval ◯ Note and Return ◯ Immediate Action Requested ◯ See Me ◯

REMARKS: _____

_____

OKLAHOMA STATE DEPARTMENT OF EDUCATION

FEDERAL PROGRAMS DIVISION
GENERAL APPLICATION FOR FEDERAL FUNDS FOR ASSISTANCE TO
LOCAL EDUCATIONAL AGENCIES

I, the undersigned authorized official for the _____
(Name of School District or Other

_____, hereinafter called the local educational agency, in accord-
Operating Agency)

ance with Section 436 of the General Education Provisions Act, hereby apply for participation in educational programs which authorize Federal funds for local educational agencies through, or under the supervision of, the Oklahoma State Department of Education, and make the following assurances with respect to those programs:

(1) that the local educational agency will administer each program covered by this application in accordance with all applicable statutes, regulations, program plans, and applications;

(2) that the control of funds provided to the local educational agency under each program and title to property acquired with those funds will be in a public agency and that a public agency will administer those funds and property;

(3) that the local educational agency will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, Federal funds paid to that agency under each program;

(4) that the local educational agency will make reports to the State agency or board and to the Commissioner as may reasonably be necessary to enable the State agency or board and the Commissioner to perform their duties and that the local educational agency will maintain such records, including the records required under Section 437, and provide access to those records, as the State agency or board of the Commissioner deem necessary to perform their duties;

(5) that the local educational agency will provide reasonable opportunities for the participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each program;

(6) that any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and other members of the general public;

(7) that in case of any project involving construction:

(A) the project is not inconsistent with overall State plans for the construction of school facilities; and

(B) in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the Secretary under Section 504 of the Rehabilitation Act of 1973 in order to ensure that facilities constructed with the use of Federal funds are accessible to and usable by handicapped individuals; and

(8) that the local educational agency has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects.

This general application will remain in effect for the duration of the authorization period of the federally funded programs with subgrants from the Oklahoma State Department of Education or until your Board of Education changes the authorized official responsible for federal programs.

_____
(Date)

_____
(Signature of Superintendent, Chief Administrative Officer or other Authorized Official)

_____
(Title)

Please return to:

Jack Strahorn
Assistant State Superintendent
Federal Programs Division
Oklahoma State Department of Education
2500 N. Lincoln
Oklahoma City, Oklahoma 73105

APPENDIX E

TASK FORCE INVOLVEMENT

The Appendix reflects the establishment of the participatory planning Task Force, involvement of the total Adult Segment, methods to assure that all segments of the adult population were given an opportunity to become involved in the planning and carrying out of the state plan.

A roster of the Task Force members, members of the Steering Committee and survey instruments are also included.

PARTICIPATORY PLANNING PROCESS

On October 2, 1978, the U.S. Office of Education conducted a regional workshop in Atlanta, Georgia, for the purpose of explaining the provisions of the educational amendment of 1978. The State Director and Deputy Director of Adult Education attended the conference and returned to Oklahoma to initiate a three-year state plan.

State Department personnel met and decided to call an advisory council meeting and select a temporary steering committee to start the participatory planning process and act until a permanent steering committee was selected by the task force. A list of organizations, institutions, agencies, individuals and representatives of other segments of the adult population was compiled and sent to the State Superintendent for his suggestions and recommendations.

With the State Superintendent's approval, a news release invited full participation in a meeting scheduled in Oklahoma City on January 31, 1979. Letters of invitation were sent to persons representing the total adult population asking that they become members of the task force.

A needs assessment instrument was constructed and distributed statewide. The task force voted to select a permanent steering committee consisting of no more than 25 members to help in establishing priorities and carrying out the provisions of the state plan. One hundred nineteen needs assessments were returned. Data collected were the basis for setting state and local priorities.

The task force will meet quarterly each year at regular sessions and periodically, as the need arises, in special sessions. On April 10, 1979, the steering committee selected a chairperson, vice-chairperson and secretary of the organization. Priorities, objectives and activities were decided to fulfill the Adult Education needs in Oklahoma.

J. D. GIDDENS
ASST. SUPERINTENDENT
INSTRUCTION

JACK STRAHORN
ASST. SUPERINTENDENT
STATE-FEDERAL

S. H. MC DONALD
ASST. SUPERINTENDENT
FINANCE

State Department of Education

LESLIE FISHER, Superintendent
LLOYD GRAHAM, Deputy Superintendent
TOM CAMPBELL, Associate Deputy Superintendent
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105

December 18, 1978

Dear Dr. Fisher:

As you are aware, the Educational Amendments of 1978 require participatory planning in writing and implementing the Adult Education State Plan for fiscal years 1980, 1981, and 1982.

In order to initiate the planning process, I asked the Assistant State Superintendent, Mr. Jack Strahorn, members of the State Adult Education Advisory Council, and the other staff members of the Adult Education Section of the State Department of Education to serve as a temporary steering committee to insure that all the adult population in need of Adult Education services would be represented on the participatory planning committee. The steering committee has submitted a list of organizations, agencies, and individuals whom they feel would be representative of the adult population and also meet the requirements of the Adult Education Act. The list is not necessarily conclusive so I am enclosing a copy for your review and suggestions for the involvement of others you feel would contribute to a successful adult education program for Oklahoma.

It was also the consensus of the committee that you are the proper person to select members of other divisions of the State Department of Education to insure interagency cooperation and prevent duplication of effort.

The committee expressed its appreciation for the strong support you have shown for Adult Education and is looking forward to the expansion of services by the State Department of Education for the adult population in need of such services.

I wish to thank you for your time and effort in helping implement the most effective Adult Education program we have experienced in Oklahoma.

Sincerely,

Johnny P. Howard, Administrator
Adult Education Section

lh
Enclosure

J. D. GIDDENS
ASST. SUPERINTENDENT
INSTRUCTION

JACK STRAHORN
ASST. SUPERINTENDENT
STATE-FEDERAL

S. H. MC DONALD
ASST. SUPERINTENDENT
FINANCE

State Department of Education

LESLIE FISHER, Superintendent
LLOYD GRAHAM, Deputy Superintendent
TOM CAMPBELL, Associate Deputy Superintendent
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105

January 2, 1979

Dear Mr. Howard:

I am in receipt of your correspondence dated December 18, 1978, with reference to the Adult Education State Plan and selection of the participatory planning committee. I am committed and have always been committed to the most effective total-education program possible with the resources available for that purpose. Adult Education is more meaningful today than ever before, and I feel that every effort should be made to insure the most comprehensive adult education program possible through interagency cooperation with all segments of society promoting this important aspect of education.

The list of participating agencies, organizations, and institutions seem complete. With the assistance of the local adult education directors and local school administrators, we should be able to have total involvement with representatives of the adult population in the planning process.

The Instruction Division, Community Education Section, and Bi-lingual Section of the State Department of Education will have input into the planning process.

I might suggest that you contact Dr. Francis Tuttle, Director, Vocational and Technical Education for representatives from that agency involved in adult education.

If this office can be of assistance in any other way, let us know.

Sincerely,

Leslie Fisher

Leslie Fisher
State Superintendent

Mr. William Batlest, Supt.
Anadarko Indian Agency
P.O. Box 309
Anadarko, OK 73005

Mr. Robert Gann, Director
Oklahoma Indian Affairs Commission
4010 N. Lincoln, Suite 200
Oklahoma City, OK 73105

Mr. Cecil Pirrong
Director of Office Training
Oklahoma Health Dept.
Box 53551
Oklahoma City, OK 73152

Mr. John Hinkle, Director
Oklahoma State Libraries
200 N.E. 18th Street
Oklahoma City, OK 73105

Mr. Jack Boyd, Director
Health Planning Board
Oklahoma Health Dept.
N.E. 10th & Stonewall, Rm. 1126
Oklahoma City, OK 73105

League of Woman Voters of Oklahoma
400 N.W. 23rd Street
Oklahoma City, OK 73103

Mr. Don Davis, Director
Governors Committee on Employment
of the Handcapped
301 Will Rogers Building
Oklahoma City, OK 73105

LeRoy Saunders
Oklahoma League for the Blind
501 N. Douglas Avenue
Oklahoma City, OK 73106

Mr. Howard Miles, Chief
Health Facilities Services
Oklahoma Health Department
Box 53551
Oklahoma City, OK 73152

Dr. Dan Hobbs
Regents for Higher Education
2500 N. Lincoln
Oklahoma City, OK 73105

Mr. Lowell Green, Administrative Asst.
Division of Rehabilitation and Visual Service
State Capitol Building

Mr. Don Strain, Director
State Clearing House
5500 N. Western
Oklahoma City, OK 73118

Mr. Joe Johnson, President (State)
A. F. of L. and C. I. O.
501 N.E. 27th
Oklahoma City, OK 73105

Mr. John Grider
Deputy Director of Institutions
Oklahoma Dept. of Corrections
P.O. Box 11443
Oklahoma City, OK 73111

Miss Gertrude Hotaling
Chief of Nursing
State Health Department
P.O. Box 53551
Oklahoma City, OK 73152

Mr. Eugene L. Copenhaver
Director of Veterans Affairs
P.O. Box 53067
State Capitol Station
Oklahoma City, OK 73105

Mr. Bill Burk, Deputy Commissioner
Local Health Services
Oklahoma Health Department
Box 53551
Oklahoma City, OK 73152

Vietnamese American Association
909 N.W. 23rd Street
Oklahoma City, OK 73106

J. D. GIDDENS
ASST. SUPERINTENDENT
INSTRUCTION

JACK STRAHORN
ASST. SUPERINTENDENT
STATE-FEDERAL

S. H. MC DONALD
ASST. SUPERINTENDENT
FINANCE

State Department of Education

LESLIE FISHER, Superintendent
LLOYD GRAHAM, Deputy Superintendent
TOM CAMPBELL, Associate Deputy Superintendent
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105

TO: Adult Education Directors

FROM: Johnny P. Howard J.P.H.

DATE: January 19, 1979

SUBJECT: State Plan Task Force Meeting

The first state-wide meeting of the participatory planning task force is scheduled for January 31, 1979, 10:00 a.m. in the Sequoyah Auditorium, N.E. 24th and Lincoln Blvd., Oklahoma City, OK. Parking is available in the lot east of the Lincoln Blvd., directly across from the Sequoyah Building. You may enter the Sequoyah Building by taking the tunnel from the parking lot.

The steering committee has given you the responsibility of involving business, industry, civic organizations, churches, labor unions, and other agencies and individuals interested in adult education. Since you and the school administration in your school district and your satellite school districts are more aware of the needs in your communities, the committee feels that you will know who should be involved in the planning process. The meeting will be for the purpose of organizing and scheduling future meetings. We should adjourn by noon.

I am looking forward to seeing you and the representatives from your area.

lh

NOTICE OF MEETING

(Special, Emergency, Cancelled, Continued, Reconvened or Rescheduled Regular Meeting)

TO BE FILED IN THE OFFICE OF SECRETARY OF STATE
RE: HB 1416 of 1st Reg. Sess. of 36th Okla. Leg. (1977)

DATE: January 22, 1979

STATE PUBLIC BODY: State Department of Education
Adult Education Section

ADDRESS: 2500 N. Lincoln, OKC, OK 73105

TELEPHONE: 405/521-3321

		DATE	TIME	PLACE
SPECIAL MEETING	(XX)	January 31, 1979	10:00 a.m.	Sequoyah Auditorium
EMERGENCY MEETING	( )			
CANCELLED MEETING	( )			
RECONVENED OR CONTINUED MEETING	( )			
RESCHEDULED REGULAR MEETING	( )			

REMARKS: First meeting of the Participatory Planning Task Force to develop a three-year State Plan for Adult Education in Oklahoma.

NAME OF PERSON REPORTING DATE Johnny P. Howard 1/22/79
(Please print or type)

TITLE Administrator

SIGNATURE Johnny P. Howard

PURPOSE OF THE PARTICIPATORY PLANNING
TASK FORCE
January 31, 1979

The purpose of the task force is to help develop and be involved in carrying out a three-year State Plan for Adult Education as mandated in the Educational Amendments of 1978.

The purpose of the Adult Education Act is:

(1) to enable all adults to acquire the basic skills necessary to function in our society,
(2) to enable adults who so desire to continue their education to at least the level of completion of secondary school, and
(3) to make available to adults the means to secure training that will enable them to become more employable, productive, and responsible citizens.

It is the consensus of the Tentative Steering Committee that no less than four (4) regular meetings annually be scheduled at the most appropriate dates to facilitate implementation of the plan. (dates to be determined by the Permanent Steering Committee.) Special meetings will be scheduled if and when the need arises. (as determined by the Permanent Steering Committee).

A copy of the amendments to the Adult Education Act is being furnished you to enable you to become familiar with the provisions. You are encouraged to study it and provide input into the planning process.

The Temporary Steering Committee, comprising the State Adult Education Advisory Committee, the Assistant Superintendent of the State Department of Education, Mr. Jack Strahorn, and the Adult Education Section staff, has for the past three months been collecting and assimilating available documented data for the needs assessment. Most of the data collected is by counties, regions, or the entire state. You are encouraged to supply data for the needs assessment that you consider to be critical needs for your area or interest group.

It is an established fact that comprehensive planning with cooperating agencies and individuals will prevent duplication of programs, locate additional available resources, and identify the areas of most critical need.

With each member of the Participatory Planning Task Force giving his/her full consideration to the priorities set forth in the Act, the State of Oklahoma should be blessed with the most comprehensive adult education program ever experienced.

OKLAHOMA

State Department of Education

INTEROFFICE MEMORANDUM

TO: Jack Craddock, Communications Sections

FROM: Johnny P. Howard

DATE: January 6, 1982

SUBJECT: News Release

Dr. Leslie Fisher, State Superintendent of Public Instruction, has announced that the State Department of Education will host six Regional meetings in the state for the purpose of developing a 3-year state plan for Adult Education.

The dates, time and locations for the meetings will be as follows:

January 15, 1982, 10:00 a.m., Foster Estes Vo-Tech
4901 S. Bryant, OKC.

January 18, 1982, 10:00 a.m., East Side Media Ctr.
Dogwood St., Sallisaw.

January 19, 1982, 10:00 a.m., Educational Service Ctr.
3027 S. New Haven, Tulsa

January 20, 1982, 1:00 p.m., Kiamichi Vo-Tech
McAlester, OK

January 21, 1982, 10:00 a.m., School Administration Bldg.
Woodward, OK

January 22, 1982, 10:00 a.m., School Administration Bldg.
Cache Rd. & Ft. Sill Blvd.
Lawton, OK

For Your Information ◯ As You Requested ◯ For Your Comments ◯ Please Reply ◯

For Your Approval ◯ Note and Return ◯ Immediate Action Requested ◯ See Me ◯

REMARKS: _____

All persons or organizations with special interests in Adult Education are invited and encouraged to attend and participate in at least one of these meetings. The purpose of the meeting is to gather information to enable a committee to establish priorities for goals and objectives of the Adult Education Program.

News Release

Oklahoma State Department Of Education
Leslie Fisher, Superintendent

Communications & Information Section, Rm. 332, Oliver Hodge Bldg., 2500 N. Lincoln, Oklahoma City, OK 73105 (405) 521-3331

For Release: Sunday, Jan. 10, 1982 NO: 820107

Contact: Johnny Howard (405) 521-3321

OKLAHOMA CITY -Six regional public hearings are scheduled later this month for the purpose of gaining input leading to development of a state plan for adult education, Leslie Fisher, state superintendent of public instruction, announced.

The public is invited to attend these meetings, according to Johnny Howard, administrator for the adult education section of the Oklahoma State Department of Education.

"Participants will be given the background on the adult education program, including the legal requirements mandated by the state legislature," Howard said.

The six meetings are scheduled as follows, with five of them beginning at 10 a.m.:

Jan. 15, Foster Estes Vo-Tech, 4901 S. Bryant, Okla. City; Jan. 18, East Side Media Center, Dogwood Street, Sallisaw; Jan. 19, Educational Service Center, 3027 S. New Haven, Tulsa; Jan. 20, Kiamichi Vo-Tech, McAlester, at 1 p.m.; Jan. 21, School Administration building, Woodward and Jan. 22, School Administration building, Cache Road and Fort Sill Blvd., Lawton.

-30-

JD [illegible]
[illegible]

JACK STRAHORN
ASST. [illegible]
STATE FEDERAL

MURL VEYARD
ASST. SUPERINTENDENT
FINANCE

State Department of Education

LESLIE FISHER, Superintendent
LLOYD GRAHAM, Deputy Superintendent
TOM CAMPBELL, Associate Deputy Superintendent
JOHN FOLKS, Associate Deputy Superintendent
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105

January 11, 1982

PUBLIC NOTICE

FROM: OKLAHOMA STATE DEPARTMENT OF EDUCATION

TO: ALL PERSONS INTERESTED IN ADULT EDUCATION

SUBJECT: PARTICIPATORY PLANNING TASK FORCE MEETINGS

Title XIII, Educational Amendments of 1978, (P.L. 95-561) is a section of the act regulating funds for Adult Education. The regulations mandate that each state making application for federal funds must have a State Plan approved by the U. S. office in order to receive a grant award.

The act also mandates that each state must form a participatory planning Task Force consisting of individuals from the various agencies, organizations, and groups interested in Adult Education to help develop amd implement the State Plan.

The State Department of Education has scheduled six regional meetings throughout the state to comply with the regulations.

The dates, time, and place for these meetings are as follows:

Friday,	January 15, 1982	10:00 a.m.	Foster Estes Vo-Tech, 4901 S. Bryant, O.K.C.
Monday,	January 18, 1982	10:00 a.m.	East Side Media Center Dogwood St., Sallisaw
Tuesday,	January 19, 1982	10:00 a.m.	Educational Service Center 3027 S. New Haven, Tulsa
Wednesday,	January 20, 1982	1:00 p.m.	Kiamichi Vo-Tech McAlester
Thursday,	January 21, 1982	10:00 a.m.	School Administration Bld. Woodward
Friday,	January 22, 1982	10:00 a.m.	School Administration Bld. Cache Rd. & Ft. Sill Blvd. Lawton

Route 66 Join the Oklahoma Diamond Jubilee Trail

JD [illegible]
[illegible]

JACK [illegible]
ASST. SUPERINTENDENT
STATE FEDERAL

MURL VENARD
ASST. SUPERINTENDENT
FINANCE

State Department of Education

LESLIE FISHER, Superintendent
LLOYD GRAHAM, Deputy Superintendent
TOM CAMPBELL, Associate Deputy Superintendent
JOHN FOLKS, Associate Deputy Superintendent
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105

January 11, 1982

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Friday,	January 22, 1982	10:00 a.m.	School Administration Bld. Cache Rd. & Ft. Sill Blvd. Lawton

You're doin fine Oklahoma! 75 1907 Diamond Jubilee 1982

I wish to take this opportunity to invite you and/or members of your staff to attend and have input in at least one of these meetings.

I would appreciate your informing other interested individuals of the meetings and inviting them to attend.

A news release has gone to the press, but if you wish additional information, please do not hesitate to contact this office. The telephone number is 521-3321.

Sincerely,

Johnny P. Howard

Johnny Howard, Administrator
Adult Education

JH/ld

J D GIDDENS
ASST. SUPERINTENDENT
INSTRUCTION

JACK STRAHORN
ASST. SUPERINTENDENT
STATE FEDERAL

YURL VENARD
ASST. SUPERINTENDENT
FINANCE

State Department of Education

LESLIE FISHER, Superintendent
LLOYD GRAHAM, Deputy Superintendent
TOM CAMPBELL, Associate Deputy Superintendent
JOHN FOLKS, Associate Deputy Superintendent
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105

MEMORANDUM

DATE: January 28, 1982

TO: Steering Committee Members

FROM: Clyde Bennett, Chairman

SUBJECT: Steering Committee Meeting to develop a three year State Plan for Adult Education

A Steering Committee meeting has been scheduled on February 12, 1982, at 10:00 a.m. in the second floor conference room (#248) of the Oliver Hodge Education Building, located at 2500 North Lincoln, Oklahoma City, Oklahoma.

If you cannot attend the meeting or can no longer serve on the Committee, please notify Johnny P. Howard, Adult Education Section, 2500 North Lincoln, Oklahoma City, Oklahoma 73105; phone (405) 521-3321. It is necessary that your interest group be represented on this committee. If you are unable to participate, the committee will select another person from the Task Force to assume your position.

Ample parking is available. In the event that visitor parking is full you may park in the lot west of Lincoln Blvd., northwest of the Oliver Hodge Building.

I am looking forward to a successful meeting on February 12, so please make every effort to attend or send a delegate.

ld

You're doin fine Oklahoma!
1907 Diamond Jubilee 1982

OKLAHOMA

State Department of Education

INTEROFFICE MEMORANDUM

TO: Jack Craddock Communications

FROM: Johnny Howard Adult Education JH

DATE: February 19, 1982

SUBJECT: State Department of Education's draft of a three-year plan for Adult Education (news release)

OKLAHOMA CITY -- Persons interested in the Oklahoma State Department of Education's draft of a three-year plan for Adult Education in the state may see it at their County Superintendent of Schools' Offices, after February 22, 1982.

Leslie Fisher, State Superintendent of Public Instruction, said the public is invited to review the plan draft and then send comments, if any, to the adult education section of the State Education Department at 2500 North Lincoln in Oklahoma City, not later than April 22, 1982.

Public hearing on the State Plan will be held April 29, 1982, in the Oliver Hodge Education building, Room 168, State Department of Education, 2500 North Lincoln, Oklahoma City.

ld

For Your Information ◯ As You Requested ◯ For Your Comments ◯ Please Reply ◯

For Your Approval ◯ Note and Return ◯ Immediate Action Requested ◯ See Me ◯

REMARKS: _____

News Release

Oklahoma State Department Of Education
Leslie Fisher, Superintendent

Communications & Information Section, Rm. 332, Oliver Hodge Bldg., 2500 N. Lincoln, Oklahoma City, OK 73105 (405) 521-3331

For Release: On Receipt No: 820222

Contact: Johnny Howard (405) 521-3321

OKLAHOMA CITY -- Persons interested in the Oklahoma State Department of Education's draft of a three-year plan for Adult Education in the state may see it at their County Superintendent of Schools' Offices, after February 22, 1982.

Leslie Fisher, State Superintendent of Public Instruction, said the public is invited to review the plan draft and then send comments, if any, to the adult education section of the State Education Department at 2500 N. Lincoln Boulevard in Oklahoma City, not later than April 22, 1982.

Public hearing on the State Plan will be held April 29, 1982, in the Oliver Hodge Education Building, Room 168, State Department of Education, 2500 N. Lincoln Boulevard, Oklahoma City.

-30-

ADULT EDUCATION STEERING COMMITTEE

John Friedemann
Okla. State Dept. of Vo-Tech
1515 W. Sixth
Stillwater, OK 74074

Vrena Kemp
Tulsa Metropolitan Ministry
Tulsa, OK 74145

Mattie Harrison
Adult Education Section
2500 N. Lincoln
Okla. City, OK 73105
Ph: 405-521-3321 (business)
755-4965 (home)

John E. Thompson
P.O. Box 309
Anadarko, OK 73005
Ph: 405-247-6673 (business)
247-6281 (home)

Helen I. Pamintuan
P.O. Box 151
Norman, OK 73070
Ph: 405-321-4880 Ext. 2611

A. J. Barker
4425 N.E. 42nd
Oklahoma City, OK 73111
Ph: 405-271-5115 (business)
424-4981 (home)

Russell Byall
2800 Sheridan Rd.
Bartlesville, OK 74003
Ph: 918-333-8884 (home)

Don Smith
Governor's Commission of
Handicapped
State Capitol Building
Oklahoma City, OK 73105

Clyde Bradley
321 W. Oak
Drumright, OK 74030
Ph: 918-352-2492 (business)
352-2816 (home)

Don Smith
301 Will Rogers Bldg
Oklahoma City, OK 73105
Ph: 521-3756 (business)
685-0262 (home)

Bill Cappington
Education Service Officer
2854 ABG/DPE
Oklahoma City, OK 73145

Carrol Don Hostetter
217 S.E. 31st
Edmond, OK 73034
Ph: 405-521-3374
341-6981

Karan R. Lewis
Rt. 1
Hastings, OK 73548
Ph: 405-252-0617
963-2761

Arnold F. Stock
P.O. Box 45208
Tulsa, OK 74145
Ph: 918-743-3381
743-1711

Josefine Carrisalez
608 Kathy
Altus, OK 73521
Ph: 405-482-0367
482-3692

Clayton E. Nolen
459 E. Wabash
Enid, OK 73701
Ph: 405-237-6801
233-5846

Greta Wheeler
P.O. Box 1027
McAlester, OK 74501
Ph: 918-423-4008 (business)
423-8519 (home)

ADULT EDUCATION STEERING COMMITTEE

Charles SAndmann
Federal Programs
2500 N. Lincoln
Oklahoma City, OK 73105
Ph: 405-521-2808 (business
721-8687 (home)

Howard Johnson
Larrance & E. Gore Blvd.
Lawton, OK 73501
Ph: 405-355-7727 (business)
353-7727 (home)

David Williams
405 North 5th
Durant, OK 74701
Ph: 405-924-1276 (business)
924-2509 (home)

Richard Mitchell
Central State University
Edmond, OK 73034
Ph: 405-341-2980

Gary Lyle
301 Will Rogers Bldg.
Okla. City, OK 73105
Ph: 405-521-2368 (business)
341-6068 (home)

Clyde Bennett
5500 N. Western
Oklahoma City, OK 73118
Ph: 405-840-2811 (business)
794-6787 (home)

Dr. Kathy Roberts
Dept. of Corrections
P.O. Box 11443,
Okla. City, OK 73111
Ph: 405-427-6511 - Ext. 2

John Hinkle
State Library
200 N. E. 18th
Okla. City, OK 73105
Ph: 405-521-2502 (business)
364-5874 (home)

J.D. GIDDENS
ASST. SUPERINTENDENT
INSTRUCTION

JACK STRAHORN
ASST. SUPERINTENDENT
STATE FEDERAL

MURL VEYLARD
ASST. SUPERINTENDENT
FINANCE

State Department of Education

LESLIE FISHER, Superintendent
LLOYD GRAHAM, Deputy Superintendent
TOM CAMPBELL, Associate Deputy Superintendent
JOHN FOLKS, Associate Deputy Superintendent
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105

MEMORANDUM

TO: County Superintendents

FROM: Johnny P. Howard JPH.

DATE: February 19, 1982

SUBJECT: Adult Education State Plan

Public Law 95-561 requires that the State Department of Education publish the state plan for any federal program and insure circulation throughout the state.

The public must have at least 60 days to review and comment on the plan prior to submission of the plan to the U.S. Commissioner of Education for his approval.

I feel that the office of the County Superintendent in each county would be the most convenient location for the public to have access to the plan for review.

I am enclosing a copy of the three-year state plan for adult education and hope that you can accommodate us by making it available for public inspection in the event persons would like to review it.

A news release announcing the location where the plan could be reviewed was published February 19, 1982. Persons wishing to comment should direct their correspondence to the State Department of Education, Adult Education Section, 2500 N. Lincoln, Oklahoma City, Oklahoma 73105.

The date for the public hearing is scheduled for April 29, 1982 at 9:30 a.m. in the State Board of Education conference room, 2500 North Lincoln, Oklahoma City, Oklahoma.

I wish to thank you in advance for your help in this endeavor.

enc.
ld

You're doin fine Oklahoma!
75
1907 Diamond Jubilee 1982

REGISTER

DATE January 15 Thru January 22, 1982

NAME	ADDRESS	PHONE NO.
Millsap, Nancy Carol	Box 68, Taft 74463	918-682-7841
GED - ABE Instr.	Jess Dunn Correctional Ctr.	682-5383
(4). Educational Agency. (5). Institutions. (11). Special Adult Populations		
(14). Adults with limited English language skills. (15). Institutionalized Adults.		
Zawadski, Linda Carol	Box 1512 - McAlester 74501	918-426-1000
Planner & Evaluator	(Carl Albert Mental Health Ctr.)	426-4233
(11). Special Adult Populations - Mental Health and Institutionalized Adults		
Grace, Wilma Le	3905 Camden Way, Lawton 73501	405-355-5232
Service Worker - ARC Group Home.		357-3200
11. Special Adult Populations		
Collins, Monta	4636 Beta - Lawton 73505	405-355-0171(home)
ESL. Instructor - Lawton Board of Education		
(14). Adults with limited English language skills.		
Jones, Jimmy R.	Box 1009, Lawton 73502	405-355-7727
Assistant Director - Adult Education (Lawton Public Schools)		536-7751
(4). Educational Agency (9). Community Organizations (14). Adults with limited English language skills.		
Forbess, Ruby Faye	712 Bell - Lawton 73501	405-355-0707
E.S.L. Instructor (Lawton Public Schools)		
(14). Adults with limited English Language skills.		
Neal, Glen A.	North 81 Hwy. Duncan 73533	405-255-2903
Assistant Supt. - Red River Vo-Tech.		255-7473
(4). Educational Agency. (7). Fraternal Organizations. (9). Community Organizations. (10). Manpower and Training Agencies. (11). Special Adult Populations. (12). Residents of rural areas. (14). Adults with limited English language skills.		

REGISTER

DATE January 15 Thru January 22, 1982

NAME	ADDRESS	PHONE NO.
Grant, Albert E. GED/ESL Instructor (10). -- Manpower and Training Agencies	1328 N. Urbana Tulsa 74115	918-428-2271 838-2687
Matthews, Myra Ann G. E. D. Instructor (Tulsa Job Corps) (10). -- Manpower and Training Agencies	817 W. Waco St. Broken Arrow, OK 74012	918-585-2211
Grothaus, Rosalie CETA Counselor (10). -- Manpower and Training Agencies	Box 637 Wewoka 74884	405-275-3121 257-5205
Hudson, Anna CETA Director (10). -- Manpower and Training Agencies	Rt. #3, Box 175 C, Ada 74820	405-275-3121 332-8970
Kelly, Patricia Ann Deputy Executive Director (Opportunities Industrialization Center) (OIC) (10). Manpower and Training Agencies.	11713 Lee OKC 73120	405-235-2651 751-6709
Bennett, Clyde Wayne Dir.- State Employment & Training Council - 4545 N. Lincoln. Dept. of Economic & Community Affairs ,OKC 73105 (10). -- Manpower and Training Agencies	3232 Fairway Dr. Moore 73160	405-521-4545 794-6787

REGISTER

DATE January 15 Thru January 22, 1982

NAME	ADDRESS	PHONE NO.
Johnson, Howard Russell Director, Adult Education	Box 1009, Lawton 73502	405-355-7727 353-3193
(4) -- Educational Agency		
Dobson, Marie B. Teacher	1602 W. Avenue B, Elk City 73644	405-225-4154 225-1172
(4) -- Educational Agency		
Carrer, Audrey R Educational Technician	1006 D. Ave., Lawton 73502	405-357-1550 353-5763
(4)Educational Agency (13). Residents of Urban Areas with high rates of unemployment		
Colvin, Janice Marie Counselor/ABE Director	519 E. Walnut, Fairview 73737	405-227-3731 227-2126
(4) -- Educational Agency. (12). Residents of Rural Areas		
Holman, Ralph R. Senior Supervisor of Instruction	6903 S. W. Fenwick, Lawton 73505	405-248-0454 536-1195
(4). Educational Agency. (10). Manpower and Training Agencies (16). Doctoral Student, OU - Adult/Community Education		
Scales, Don Otis Asst. Supt.	2514 Thomas Circle, Clinton 73601	405-323-1800 323-1164
(4). -- Educational Agency		
Lindstrom, Jack L.I. President (Oklahoma Business College).	908 D Lawton OK 73501	405-355-5226
(4) -- Educational Agency.		

REGISTER

DATE January 15 Thru January 22, 1982

NAME	ADDRESS	PHONE NO.
Wilson, Brenda Sue Adm. Secretary (4) -- Educational Agency	105 W. Federal, Shawnee 74801	405-273-0653 275-3412
Wright, Robert G. Director-Counselor (4) -- Educational Agency	Rt. #2, Box 198, Lawton 73501	405-355-5230 355-1783
Enloe, John D. Assist. Supt. (4) -- Educational Agency	1120 Franklin Rd., McAlester 74501	918-423-4771 426-1205
Snow, Joyce I. Classroom Teacher & ABE Teacher (4) -- Educational Agency	Rt. 1, Granite 73547	405-782-2702 782-2095
Waller, Vivian G. Teacher of English - GED (4) -- Educational Agency	1209 B Lawton 73501	405-353-1598
Lee, Willard Bryan Counselor - Director Adult Educaiton (4) -- Educational Agency	405 E. 12th - Guymon 73942	405-338-3371 ext. 40 338-7209
Spillman, Mel Douglas Supt. (4) -- Educational Agency	Box 161, Ft. Supply, 73841	405-766-2611 766-4361
Annis, B. Rae H. S. Counselor (4) -- Educational Agency	Hank's Trail, #10, Woodward 73801	405-256-2570 256-5642

REGISTER

DATE January 15 Thru January 22, 1982

NAME	ADDRESS	PHONE NO.
Beard, Inez M.	1406 Longview - Lawton 73501	405-355-9556
Furniture refinishing instructor (8). Volunteer Organizations. (11). Special Adult Populations. (16). President of Comanche County Organization of Retarded Citizens.		
McMullan, Glenna R.	Drawer E, Buffalo 73834	405-735-2448
Counselor (Buffalo ISD) (12). Residents of Rural Areas.		735-2923
Blevins, Esther M.	Box 658, Mooreland 73852	405-766-2311
Psychologist - Alcohol Treatment Program - Western State Hospital (15). Institutionalized Adults. (16). AIDD participants from DOC	Ft. Supply 73841	994-5429
Slusher, Billy Joe	6211 N. W. Cedarwood Dr. Lawton 73505	405-248-8600
Job developer (State Department of Human Services, Lawton) (16). Department of Human Services.		357-8663
Young, Maxine	R. R. Box 53 Vian 74962	918-775-4881
Acting Director - Sequoyah Manor Nursing Home - Sallisaw, OK 74955 (11). Special Adult Populations. (15). Institutionalized Adults.		773-8506 (home)
Tepe, Frank D.	Ramon's Mobil House Park, Sallisaw 74955	918-775-4839
Minister (6). Churches	First Christian Church	775-2941 (home)
Edwards, Nyle Ann	301 Fryar Drive, Sallisaw 74955	918-775-9116
Area Director (Cookson Hills Foster Grandparents Program) (8). Volunteer Organizations. (12). Residents of Rural Areas. (14).	212 S. Water St. Tahlequah 74464 Adults with limited English language skills.	775-3787

REGISTER

DATE January 15 Thru January 22, 1982

NAME	ADDRESS	PHONE NO.
Thompson, John E.	Box 309, Anadarko 73005	405-247-6673
Education Specialist (AD) B.I.A.		247-6281
(4). Educational Agency. (7). Fraternal Organizations. (11). Special Adult Populations		
(12). Residents of Rural Areas. (13). Residents of Urban Areas with high rates of unemployment.		
(14). Adults with limited English language skills. (16). B.I.A.		
Corder, Paul H.	Box 292 - McAlester 74501	918-423-4700
Teacher: Name of Employer - Guy Collins.		423-7126
(15). Institutionalized Adults.		
Wilson, L. N.	Box 86, Boswell 74727	405-889-6651
(Department of Corrections)	Rt. 1, Farris	566-2656
(15). Institutionalized Adults.		
Moore, Robert L.	Box 524 - Atoka 74525	405-889-6651
Education Coordinator - McLeod Correctional Ctr. - Farris 74542		889-6777
(15). Institutionalized adults.		
Ealey, Sue	1014 So. 13th, McAlester 74501	918-423-0083
(14). Adults with limited English language skills.		
Roberts, Kathy	3400 No. Eastern, OKC 73111	405-427-6511
Director of Education	Dept. of Corrections	
(15). Institutionalized Adults.		

REGISTER

DATE January 15 Thru January 22, 1982

NAME	ADDRESS	PHONE NO.
Bush, Sam Ed	Marble City	918-775-6141
Bus Driver - Sallisaw Public Schools - Cherokee Nation Board Member		
(14). Adults with limited English language skills - Cherokee speaking person.		
Tomlin, Harold	Rt. 4, Box 7, Sallisaw 74955	918-775-3005
(Sallisaw Public Schools)		775-3853
(12). Residents of Rural Areas		
Webb, Judy Kay	Sequoyah Manor - 615 E. Redwood	918-775-4881
Social Service	Sallisaw 74955	775-2515
(11). Special Adult Populations. 15. Institutionalized adults		
	Sequoyah Manor	
Marshall, Karrie Lynn	1926 Green Meadows, McAlester 74501	918-426-1000
Director of Day Treatment Services		423-7061
(Carl Albert Mental Health Center - Box 579 - McAlester 74501		
11. Special Adult Populations. (16). State Agency - Community Mental Health		
Carr, Gerald M.	116 N. Dallas, Broken Arrow, OK 74012	918--251-8537
Director, Social Services Exchange		
(1). Business. (4). Educational Agency. (11). Specail Adult Populations		
Taylor, Leola M.	2603 Rutherford - Muskogee 74401	918-687-2460
Educational Specialist	B.I.A. - Muskogee	687-6572
4. Educational Agency. (11). Special Adult Populations. (12). Residents of Rural Areas.		
(14). Adults with limited English language skills.		

REGISTER

DATE January 15 Thru January 22, 1982

NAME	ADDRESS	PHONE NO.
Fornaslewski, Charles Anthony	602 E. Creek, Sallisaw 74955	918-775-4464
Social Worker (State of Oklahoma) - 117 So. Oak - Sallisaw		775-3130 (home)
(9). Community Organizations. (15). Institutionalized Adults.		
Wood, Virgie B.	Rt. #2, Sallisaw, 74955	918-775-4607
Retired		
(11). Special Adult Populations		
Webb, Judy	Sequoyah Nursing Home, Sallisaw	
(15). Institutionalized Adults Nursing Home.		
Rist, Richard Eugene	12307 E. 13th Place, Tulsa 74128	918-581-2315
Sr. Rehab. Counselor--(Vocational Rehab. Div. DHS. State Office Bldg. 444 S. Houston, Tulsa 74127		437-7624
(16). Handicapped/Disabled Adults.		
Webb, Mary Jo	151 W. Ash, Fairfax 74637	918-885-2192
Education Coordinator	(Corner Correctional Ctr. Hominy 74637	642-5310 (home)
(15). Institutionalized Adults.		
Smith, Ruth G.	229 So. Bell, Vinita 74301	918-256-2543
Administrative Consultant	(Home of Hale INC - Vinita 74301	256-2373
11. Special Adult Populations	(15). Insititutionalized Adults.	
Frayser, Meda M.	506 No. Miller, Vinita 74301	918-256-2720
Volunteer & Member of Board of Directors (Home of Hope)		256-2720
15. Institutionalized Adults.		
Phillips, Deborah Dean	Rt. 1, Box 219A, Sallisaw 74955	918-775-4926
Representing Volunteer Hospital Auxiliary		775-4515
(8). Volunteer Organizations - Seq. Memorial Hosp. Auxiliary; (11). Special Adult Populations (15). Institutionalized Adults - Nursing Home		

REGISTER

DATE January 15 Thru January 22, 1982

NAME	ADDRESS	PHONE NO.
Vandever, Ron R. Assist. Supt. (4) - - Educational Agency	8 Meadowhill Dr. Bristow, OK 74010	918-352-2551 367-3528
Holland, Robert Professor of Education (4) - - Educational Agency	621 N. Downing, Tahlequah 74464	918-456-5511 456-4379
Bell, William D. Assist. Supt.	616 So. Okmulgee, Okmulgee 74447	918-756-1850 756-1291
Talley, Dewey Clay Director Adult Learning Center (4) - - Educational Agency	608 Bay Oaks Place - Pryor 74361	918-825-2371 825-3509
Jefferson, Erma Jean Secretary (4) -- Educational Agency	1415 E. Okmulgee 74447	918-756-1850 756-4198
Stock, Arnold F. Director Adult Education (4) -- Educational Agency	Box 45208, Tulsa 74145	918-743-3381 743-1777
Henderson, Joyce Ann Principal Director - Emerson (4) - - Educational Agency	715 N. Walker - OKC 73102	405-232-5273 478-1049
Kirtley, Gary Lee Director Federal Programs (4) -- Educational Agency	4102 Oakcrest, Enid 73701	405-234-5270 233-8325

REGISTER

DATE January 13 Thru January 22, 1982

NAME	ADDRESS	PHONE NO.
Nolen, Clayton E. Director of Adult Education & Homebound (4) -- Educational Agency	459 E. Wabash - Enid 73701	405-237-1400 233-5846
McVay, Cathy R. Teacher (4) -- Educational Agency	208 S. E. 31st. Edmond 73034	405-348-5910 341-2354
Schmidt, E. Elaine Director of Federally Assisted Programs (4) -- Educational Agency	400 N. Broadway, Moore 73160	405-799-5551 943-2759
Bender, Chester E. Jr. Principal Elem. (4) -- Educational Agency	1603 Delta Ct., Idabel 74745	405-286-5346 286-7256
Cudjoe, Freeland Assist. Supt. (4) -- Educational Agency	403 N. Cedar - Pauls Valley 73075	405-238-5568 238-3596
Barnard, Robert J. Assist. Supt. (4) -- Educational Agency	1930 N. Beard, Shawnee 74801	405-273-0653 273-7839
Wheeler, Greta G. Adult Education Director (4) -- Educational Agency	Box 1027, McAlester 74501	918-423-4008 423-8519
Appleberry, Aaron E. Director, Durant Learning Ctr. (4) -- Educational Agency	1825 W. Evergreen, Durant 74701	405-924-8278 924-1548

REGISTER

DATE January 15 Thru January 22, 1982

NAME	ADDRESS	PHONE NO.
Harrison, Terry Michael Counselor II	1200 E. Seminole, McAlester 74501	918-423-6830 423-6908
(16) -- Employment Service		
Miskel, Emery E. Vocational Rehab. Counselor	Box 217, Woodward 73802	405-256-6738 256-5491
(16) -- Voccational Rehab.		
Thompson, Harry Aldean Coord. Adult Ed. Programs	Box 579, El Reno 73036	405-262-2629 893-2356
(4) -- Educational Agency		
Christopher, Fred James Director Special Education (COOP)	Rt. #4, Muldrow 74948	918-775-5525 429-5893
(4) -- Educational Agency		
Catron, Fred A. RESC Coordinator	200 W. Shawnee, Sallisaw 74955	918-775-3722 774-2805
(4) Educational Agency		
Jones, Jimmy L. Assistant Supt.	1408 Lessley Lane, Sallisaw 74955	918-775-9129 775-4610
(4) Educational Agency		
Scott, Lloyd A. Director of Adult & Voc. Ed.	Red Eagle, Rt. 18A, Pawhuska 74056	918-287-1221 287-4415
(4) Educational Agency. (9). Community Organizations. (12). Residents of Rural Areas.		
Scout, Fay O. Supt. of Schools, Director of ABE	Box 777, Marnford 74044	918-352-2442 865-4359
(4) Educational Agency		

REGISTER

DATE January 15 Thru January 22, 1982

NAME	ADDRESS	PHONE NO.
Lambert, Betty Jo	R. R. 1, Box 93, Fargo, 73840	405-256-8931
Director - Western Palins Shelter, Org. 1215 9th St. Woodward 73801		
(9). -- Comminity Organizations (16). Youth Services		
Johnson, Jo LaHunta	118 Bell Drive, Lawotn 73501	405-351-4194
Outreach Coordinator (Quality of Life Office) Ft. Sill 73503		355-6669
(9). Community Organizations. (11). Special Adult Populations		
(14). Adults with limited English language skills. (16). Military (Not officially) families.		
Price, Vivian Loretta	Box 68, Taft 74463	918-682-7841
Education Coordinator (Jess Dunn Correctional Ctr.) Taft		(home) - 696-2733
(4). Educational Agency. (5). Institutions. (15). Institutionalized Adults.		
Kemp, Irene	5334 S. 74 E Ave. Tulsa 74145	918 - 622-6881
Tulsa Metropolitian Ministry		
(6). Churches. (14). Adults with limited English language skills. (16). Children with limited or no English language skills - care they be included in these classes? with their parents?		
Byall, Russell D.	2800 Sheridan Rd., Bartlesville 74003	918-333-8584
(Retired) - Chairman of Bartlesville Literacy Council.		
8. Volunteer Organizations. 14. Adults with limited English language skills. (working with them now).		
Hale, Carol Sue	2321 N. Thompkin - Bethany 73008	405-427-6511
Vocational Teacher		787-4447
5. Institutions. 11. Special Adult Populations. 15. Institutionalized adults. 16. Correctional Institution.		

PARTICIPATORY PLANNING TASK FORCE

Questionnaire

Date_____

Name: _____ (Last), _____ (First) (Middle)

Address: _____ (Street or Route) (Town) (State) (Zip)

Telephone: ( ) _____ (Business), ( ) _____ (Home)

Name of Employer: _____

Address of Employer: _____ (Street or Route) (Town) (State) (Zip)

Your Title (If applicable) _____

1. Circle which of the following best describes you.

Representative of:

1. Business
2. Industry
3. Labor Unions
4. Educational Agency
5. Institutions
6. Churches
7. Fraternal Organizations
8. Volunteer Organizations
9. Community Organizations
10. Manpower and Training Agencies
11. Special Adult Populations
12. Residents of Rural Areas
13. Residents of Urban Areas with high rates of unemployment
14. Adults with limited English language skills
15. Institutionalized adults
16. Other (Specify)_____

II. Have you served on committees involved in Adult Education before?_____

III. If answer to Question II is yes, specify what Committee(s):

_____

_____

_____

IV. What day of the week for future meetings would best fit your schedule?

_____

V. What week of the month for future meetings would best fit your schedule?

(Avoid Holidays)_____

VI. Would you prefer having the regular scheduled meetings in Oklahoma City?

_____

VII. If the answer to VI is no, what is your suggestion?_____

_____

VIII. Would you participate in a needs assessment for your area of interest?

_____

IX. What is the most appropriate method for the State Department of Education to communicate with you? Mail_____ Telephone_____ or other (specify)

_____

X. What is the most feasible number of members for the steering committee?

_____

NEEDS ASSESSMENT INSTRUMENT
FOR ADULT EDUCATION

Many adults in Oklahoma have not reached the educational achievement level that they desire and are capable of reaching. It is probable that some are not aware of the educational services available for them. Also, some may be denied the opportunity to participate due to lack of transportation, scheduling of classes or child care services. A comprehensive needs assessment will help to identify existing obstacles and possibly suggest a means of meeting their needs. Following is a list of some needs to be inventoried, but not necessarily conclusive so feel free to add any information that may be important to the segment of the adult population that you represent.

1. Population of the geographical area you represent?_____

2. Number of adults with less than a 5th grade education?_____

3. Number of adults with less than an 8th grade education?_____

4. Number of adults who have not successfully completed secondary school?_____

5. Are facilities available for conducting A.B.E. classes?_____

6. What facilities are available?
   (a) schools

   (b) churches

   (c) community buildings

   (d) others

7. Are adult basic education classes now being offered?_____

8. If classes are now offered, does the class schedule conflict with eligible participant's time schedule?_____

9. When would be the best time for conducting classes?_____

10. Are competent and qualified teaching personnel available?_____

11. What other agencies or organizations are offering adult education classes?_____

12. What other local resources are available?

    (a) volunteer personnel?

    (b) free services, etc.?

13. What community organizations and/or civic organizations are supportive of an adult education program?_____

14. Is there an established community education program?_____

15. Is there a need for child care or transportation services to enable the adult to attend class?_____

16. What resources are available for child care services?_____

_____

17. What resources are available for transportation services?_____

_____

18. Are health care services needed and to what extent?_____

_____

19. Is there a local or county health unit?_____

20. What native languages are spoken in the community?_____

_____

21. Are needs of a specific minority population being met?_____

22. Are bilingual classes needed?_____

23. Are English as a second language classes needed?_____

24. Number of handicapped adults in need of aduit basic education?____

25. Number of institutionalized adults in need of adult basic education?_____

26. What special services are required to enable the handicapped adults and the institutionalized adult to take full advantage of the adult education program?_____

_____

27. What is the rate of unemployment?_____

28. How many unemployed adults are in need of and desire to attend adult basic education classes?_____

29. Is adult vocational or skills training available?_____

30. How many adults need skill-related adult basic education to enable them to pursue vocational or skills training?_____

This instrument addresses some critical needs but does not necessarily cover all of them so you are encouraged to include all the needs that exist in the segment of the adult population that you represent. Hopefully this might be helpful as you initiate your suvey of needs.

APPENDIX F

OUTREACH RESULTS FY 80 - 82

RESULTS OF SPECIAL EMPHASIS ON OUTREACH

Fiscal Years 1980-82

The first two years of the present three year plan have far exceeded our original projections. Many more have been recruited into the lower level classes and into the special emphasis categories than had been expected. More public awareness through increased media coverage and local support are the apparent reasons for the increase. The on going needs assessments by the local directors and the input of Adult Education Task Force Steering Committee have been a great help in locating areas of greatest need.

For FY-80 the projected numbers of students versus the actual enrollments were as follows:

CATEGORY	PROJECTED	ENROLLMENT
Less than fifth-grade level.	4,000	7155
Above fifth-grade level but less than ninth	6,000	7546
SPECIAL EMPHASIS CATEGORIES		
ABE skills related	400	517
Limited English speaking	300	605
Institutionalized	1200	1723
G.E.D. preparation	100	291
TOTAL	2000	3136

The above numbers are felt to clearly reflect the results of the Outreach program and the involvement of all segments of the adult population

For FY-81 the projected numbers of students versus the actual enrollments were as follows:

CATEGORY	PROJECTED	ENROLLMENT
Less than fifth-grade level	4100	7196
Above fifth-grade level but less than ninth	6200	7591
SPECIAL EMPHASIS CATEGORIES:		
ABE skills related	450	871
Limited English speaking	350	1108
Institutionalized	1250	2140
G.E.D. preparation	150	305
TOTAL	2200	4424

In FY-81 the salaries for ABE teachers were increased from seven dollars per hour to nine dollars per hour and the allowance for books and supplies was increased from nine dollars per student to eleven dollars per student. With the same funding as FY-80, this meant a reduction in the number of classes. The local directors were able,through more efficient administration and larger class sizes,to serve even more students than in FY-80. Forty one centers with two hundred fifteen LEA's were served and consequently made the program accessible to persons in all areas of the state.

For FY-82 the State Legislature appropriated $146,300 for the Adult Education Program. This will provide seventy seven classes which will restore some of those lost due to increased costs. If funding at the Federal level remains the same more students can be served than in FY-81. State funding is thought to be the result of public involvement in the adult program.

Needs assessments show that more ESL classes will be needed to satisfy the ever increasing numbers of limited English speaking adults migrating to Oklahoma. There is also evidence that the number of institutionalized adults will increase.

Child care and transportation services have not proven to be a problem. Excellent cooperation among community agencies, churches, and volunteer groups has been very effective in taking care of all the needs that have arisen.

Thirty two day classes in addition to those already offered have been established to give more flexibility to the scheduling process. This, along with the open entry open exit, and a wide variation in days and times in our evening classes permits attendance by a very large percentage of those wishing to attend.

OKLAHOMA
State Department of Education
Adult Education Section
FY-80

Center	Total Outreach Classes	Total Other Classes	Grand Total
ADA	3	5	8
ALTUS	9	27	36
ANADARKO	9	2	11
ARDMORE	4	8	12
BARTLESVILLE	1	14	15
CHICKASHA	4	5	9
CLINTON	0	1	1
DEPARTMENT OF CORRECTIONS	32	0	32
DRUMRIGHT	2	36	38
DUNCAN	7	5	12
DURANT	2	11	13
ELK CITY	5	19	24
ENID	4	8	12
FAIRVIEW	0	4	4
GUTHRIE	1	4	5
GUYMON	0	2	2
HUGO	2	5	7
IDABEL	3	5	8
LAWTON	16	25	41
McALESTER	4	12	16
MOORE	8	26	34

OKLAHOMA
State Department of Education
Adult Education Section
FY-80

Center	Total Outreach Classes	Total Other Classes	Grand Total
MUSKOGEE	7	21	28
NORMAN	10	4	14
OKLAHOMA CITY	16	54	70
OKMULGEE	11	6	17
PAULS VALLEY	16	7	23
PAWHUSKA	1	8	9
PONCA CITY	0	4	4
POTEAU	10	11	21
PRYOR	8	31	39
SALLISAW	2	10	12
SHAWNEE	6	10	16
STIGLER	1	4	5
STILLWATER	13	5	18
TAHLEQUAH	1	6	7
TALIHINA	1	6	7
TULSA	19	68	87
WATONGA	0	8	8
WILBURTON	0	0	0
WOODWARD	0	6	6
WEWOKA	0	4	4
Total	238	497	735

OKLAHOMA
State Department of Education
Adult Education Section
FY-81

Center	Total Outreach Classes	Total Other Classes	Grand Total
ADA	4	2	6
ALTUS	11	35	46
ANADARKO	12	1	13
ARDMORE	5	4	9
BARTLESVILLE	2	14	16
CHICKASHA	4	2	6
CLINTON	2	2	4
DEPARTMENT OF CORRECTIONS	66	0	66
DRUMRIGHT	7	32	39
DUNCAN	10	0	10
DURANT	3	9	12
ELK CITY	8	19	27
ENID	7	11	18
FAIRVIEW	1	5	6
GUTHRIE	1	3	4
GUYMON	0	4	4
HUGO	2	3	5
IDABEL	3	3	6
LAWTON	18	25	43
McALESTER	5	9	14

OKLAHOMA
State Department of Education
Adult Education Section
FY-81

Center	Total Outreach Classes	Total Other Classes	Grand Total
MOORE	10	14	24
MUSKOGEE	9	15	24
NORMAN	12	7	19
OKLAHOMA CITY	27	62	89
OKMULGEE	12	2	14
PAULS VALLEY	21	7	28
PAWHUSKA	1	7	8
PONCA CITY	0	4	4
POTEAU	11	3	14
PRYOR	12	21	33
SALLISAW	2	9	11
SHAWNEE	13	1	14
STIGLER	0	4	4
STILLWATER	13	2	15
TAHLEQUAH	1	5	6
TALIHINA	2	5	6
TULSA	23	75	98
WATONGA	1	7	8
WEWOKA	0	4	4
WILBURTON	0	0	0
WOODWARD	0	8	8

A.B.E. Classes
OUTREACH
FY 81

Centers	Community Centers		Churches		Hospitals		Correctional Instutions		Handicapped		Community Treatment Centers		Immigrants		Other ESL Bi-Lingual		Vo-Tech Schools		Other Sites		Outreach (Gain or Loss)
	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	
ADA	2	2	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
ALTUS	1	1	0	0	0	0	0	0	0	0	0	0	1	2	7	8	0	0	0	0	2
ANADARKO	5	5	0	0	0	0	0	0	0	0	0	0	0	1	0	2	4	4	0	0	3
ARDMORE	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	0	0	3	3	1
BARTLESVILLE	0	0	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
CHICKASHA	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLINTON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	2
DEPT OF CORR.	0	0	0	0	0	0	31	45	0	0	0	0	0	0	0	0	0	0	0	0	14
DRUMRIGHT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2	0	3	5
DUNCAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	6	6	0	3	4
DURANT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	3	1
ELK CITY	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	4	3	3	0	0	3
ENID	0	0	0	0	0	0	1	1	0	0	1	1	0	0	0	0	2	4	0	1	3
FAIRVIEW	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
GUTHRIE	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GUYMON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HUGO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0

A.B.E. Classes
OUTREACH
FY 81

Centers	Community Centers		Churches		Hospitals		Correctional Instutions		Handicapped		Community Treatment Centers		Immigrants		Other ESL Bi-Lingual		Vo-Tech Schools		Other Sites		Outreach (Gain or Loss)
	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	
IDABEL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3	0
LAWTON	1	1	1	1	0	0	0	0	1	1	1	1	4	4	9	9	0	0	0	1	1
McCALESTER	0	0	0	0	3	4	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1
MOORE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	6	4	4	0	0	2
MUSKOGEE	0	0	4	5	0	0	0	0	0	0	2	3	0	0	0	0	0	0	1	1	2
NORMAN	0	0	0	0	4	4	0	0	0	0	0	0	0	0	0	0	6	8	0	0	2
OKLAHOMA CITY	5	6	4	7	0	0	0	0	0	0	1	3	1	2	0	4	0	0	5	5	11
OKMULGEE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	12	0	0	1
PAULS VALLEY	1	1	0	0	8	8	0	0	0	0	0	0	0	0	0	0	4	6	3	6	5
PAWHUSKA	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PONCA CITY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
POTEAU	5	5	4	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
PRYOR	4	6	0	0	0	0	0	0	4	6	0	0	0	0	0	0	0	0	0	0	4
SALLISAW	1	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SHAWNEE	2	4	0	0	0	0	0	0	2	5	0	0	0	0	0	0	0	0	2	4	7
STIGLER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-1
STILLWATER	0	0	0	0	2	2	0	0	2	2	0	0	0	0	5	5	0	0	4	4	0

A.B.E. Classes
OUTREACH
FY 81

Centers	Community Centers		Churches		Hospitals		Correctional Instutions		Handicapped		Community Treatment Centers		Immigrants		Other ESL Bi-Lingual		Vo-Tech Schools		Other Sites		Outreach (Gain or Loss)
	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81	
TAHLEQUAH	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TALIHINA	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
TULSA	1	3	0	4	0	0	0	0	4	6	2	2	0	0	6	8	0	0	0	0	10
WATONGA	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
WEWOKA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WILBURTON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2
WOODWARD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS																					

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APPENDIX G

SECTION 306 AND 310 PROJECT APPLICATION PROCEDURES

SPECIAL PROJECTS AND TEACHER TRAINING
310 Funds

In FY-80 four teacher training projects were funded. The projects were located at Oklahoma University,Norman Oklahoma, Southeastern State University,Durant, Oklahoma, Northeastern State University, Tahlequah, Oklahoma,and Central State University, Edmond, Oklahoma. Two hundred ninety one (291) teachers attended these workshops.Emphasis was placed on retention and ESL teaching techniques in the FY_80 workshops.Teachers are required to attend at least one workshop every three years to remain eligible to teach in the Adult Education program.

In addition to the teacher training workshops four (4) one day ESL workshops were held at Oklahoma City, Tulsa, McAlester,and Elk City. One hundred fifteen teachers from all sections of the state attended these workshops.

In FY-80 five special demonstration projects were funded. These projects were located in Tulsa, Norman, Muskogee, Hugo,and Lawton. These projects involved two hundred and twenty seven persons.

In FY-81 three teacher training workshops were funded. They were held at Northeastern State University, Southeastern State University, and Central State University. Two hundred eighty four (284) teachers were in attendance at these workshops. Special emphasis was placed on indiv--idualized instruction at these workshops. Special projects were funded for Tulsa and Lawton.

C. J. OWENS
ASST. SUPERINTENDENT
INSTRUCTION

JACK STRAHORN
ASST. SUPERINTENDENT
STATE-FEDERAL

S. H. MC DONALD
ASST. SUPERINTENDENT
FINANCE

State Department of Education

LESLIE FISHER, Superintendent
LLOYD GRAHAM, Deputy Superintendent
TOM CAMPBELL, Associate Deputy Superintendent
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105

MEMORANDUM

TO: Directors of ABE Learning Centers and Directors of Teacher Training and Special Demonstration Projects

FROM: Johnny P. Howard JPH.

DATE: January 10, 1980

SUBJECT: Public Notice of Non-Discrimination

During our recent Management Evaluation Review for Compliance (M.E.R.C.) performed by the U. S. Office of Education, it was pointed out that public notices should be posted in conspicuous places at facilities where adult education programs are conducted and other public places. I am enclosing a sample public notice that you may wish to use as a format.

It is also mandated in the federal regulations that a disclaimer clause must accompany all publications, advertisements, newsletters, etc., intended for public distribution. I am enclosing a sample disclaimer clause used by the State Department of Education that you may wish to adopt for your institution also.

In order to qualify for federal funds, your institution must be in compliance. If you have any questions on either of these, please feel free to call on us.

A tentative date and place for the spring Director's meeting has been set at Fountainhead Lodge on March 16, 17, & 18, 1980. More information on the meeting will come at a later date.

CRITERIA TO BE ADDRESSED IN APPLICATION

1. Name the agencies, organizations, and institutions involved in establishing the local priorities and developing the proposal.

2. Name the agencies, organizations, and institutions to be involved in carrying out the project (especially the private and public non-profit).

3. State the local priorities in order by rank.

4. Local priorities should relate to the state's priorities.

5. Explain how this project will be coordinated with others.

6. State what provisions are available for child care and transportation, if needed.

7. State how the program will ease participation of those adults seeking assistance.

8. Make a statement about provisions for handicapped adults wishing to participate.

9. Make provisions for institutionalized adults.

10. State where and what type of instruction will be provided for elderly persons.

11. State how the program will tie in with the vocational and/or technical training that is available for this adult segment.

12. The budget must be detailed and show how funds will be used for each adult segment, such as: how many classes will be in nursing homes, correctional institutions, 1 - 4 grade level, etc.

13. Make a statement about flexible class scheduling.

14. What provisions are made for bilingual and English as a second language classes.

15. Make statement about provisions for minority groups, women, and adults from rural areas if applicable.

16. If your proposal is for an area with a high rate of unemployment, make a statement as to how the program will help to alleviate the problem.

The state priorities in rank and order as determined by the Task Force Steering Committee are as follows:

1. Adults with less than a fifth grade education.

2. Adults with an achievement level above the fifth grade and less

than the ninth grade.

3. Skills related to A. B. E. classes.
4. Adults with limited English speaking ability.
5. Institutionalized adults.
6. Handicapped adults.
7. Flexible class scheduling.
8. G. E. D. preparation.
9. Child care and transportation services.

INSTRUCTIONS

APPLICATION FOR ADULT EDUCATION FUNDS

Page 1

Line 1: Name of LEA, district number, and county
Line 2: Address of LEA
Line 3: Name of Superintendent and address
Line 4: Name of Treasurer of school district and mailing address of same
Line 5: Number of classes - level one (1) to five (5). Estimate average number of students in each class. Total: number of students in this level.
Line 6: Number of classes in level six (6) to eight (8). Estimate average number of students in each class. Total: number of students in this level.
Line 7: Estimate total number of classes. Estimate total number of students.
Line 8: Per pupil expenditure for the previous year.
Line 9: Estimate per pupil expenditure for the present year.
Line 10: The sum of Lines 11 and 12.
Line 11: Amount of funds requested from Adult Education Section of State Department of Education.
Line 12: LEA share. To find the LEA share of expenses, divide 9 into the amount of line 11. See example:

400.00 - LEA share, Line 12
9)3,600.00 - Line 11, Federal share

Page 2

The program plans on this page are to be answered in detail. This page may be answered on additional paper and inserted in the application.

Page 3

Item A: Professional salaries include that of the director, teachers, and counselors.
Item B: Includes teacher aids, etc.
Item C: Teacher Retirement and Social Security
Item D: Consultants used in ABE program (Prior approval by SDE)
Total-Items A - D: Sum total of expenditures A - D

Line 1: Expenses paid teachers for attending an ABE workshop authorized by the State Adult Education Section. (Prior approval by SDE)
Line 2: Transportation may be paid only if a student does not have transportation available to attend class. (Prior approval by SDE)
Line 3: Hardware only. Hardware over $130.00 must have prior approval before being bought.
Line 4: Space for classes may be rented only if there is no space available in LEA. (Prior approval by SDE)
Line 5: Instruction supplies are software
Line 6: Recruitment posters, stamps, etc.
Line 7: Be sure and itemize expenditures
Total: This is the sum of Items A - D, plus Lines 1 - 7.

Read carefully all 12 items. Have the Board President and Superintendent sign the application.

SUGGESTED FORMAT TO ACCOMPANY PROJECT APPLICATIONS

This is a needs assessment that must be completed before your application can be approved. Please give careful consideration to each question.

State of Oklahoma

DEPARTMENT OF EDUCATION

Oklahoma City, Oklahoma 73105

APPLICATION FOR

ADULT EDUCATION FUNDS

PL 93-380 as amended

PLEASE LEAVE THIS SPACE BLANK

APPROVAL

Date _____

Application ... $_____

Program ..... $_____

No. of Classroom Units _____

No. of Students..... _____

Signatures:

_____
ADMINISTRATOR, ADULT EDUCATION

_____
ASST. STATE SUPT.

Audit filed:
Date _____

(Please Read REGULATIONS Before Completing This Application)

1. Name of District or Agency_____ Dist. No._____County_____
2. Address_____ Date_____
3. Executive Officer of School_____ Address_____
4. Treasurer of School District_____ Address_____
5. Est. No. of Units Level 1-5_____Est. No. Students in Each Class_____Total_____
6. Est. No. of Units Level 6-8_____Est. No. Students in Each Class_____Total_____
7. Estimated Total Units _____ Estimated Total Students_____
8. District Per Pupil Expenditures for Adult Basic Education FY 19___-19___..._____
9. Estimated District Per Pupil Expenditures for ABE FY 19___-19___....._____

DESCRIPTION OF PROPOSED PROJECT

10. Total Amount of Proposed Program (Item 3, Page 3) (Fed. & LEA Shares) ... $ _____
11. Amount of Application (Not to exceed 90%, Item 1, Page 3) (Fed. Share) .. $ _____
12. Amount of LEA Share (At Least 10% of Line 10 - Same as Item 2, Page 3) .. $ _____

Part I

PROGRAM PLANS

The following topics are included in the application so that Adult Education Learning Center Directors may plan their programs to comply with Federal and State Guidelines.

a. Program Goal(s):

b. Program Objectives:

c. Program Activities:

d. Program Evaluation:

e. Program Dissemination:

f. Narrate plans for recruitment of Adult Basic Education Students:

g. List follow-up procedures of Adult Basic Education Students:

Part II

PROPOSED BUDGET

ITEMS	FEDERAL SHARE	LEA SHARE	PROJECT TOTAL
(a) Professional Salaries			
(b) Nonprofessional Salaries ...			
(c) Employee Benefits			
(d) Consultants			
Total Personal Services (a) - (d)			
1. Conferences and Workshops ..			
2. Travel and Transportation ..			
3. Equipment.....			
4. Rental of Space			
5. Instructional Supplies			
6. Printing, Communications, and Expendable Supplies			
7. Other Expenditures - Specify			
TOTAL .....(1)	(2)	(3)	
	(Transfer to Line 11, Pg. 1)	(Must be at least 10% of No. 3)	(Transfer to Line 10, Pg. 1)

Part III

CERTIFICATION RELATING TO EXPENDITURES

AND PARTICIPATION

1. Materials and equipment purchased will be used to improve instruction in approved classes. Equipment purchased will revert to Federal Government when no longer used for A.B.E.

2. None of the items or services in this program have been or will be ordered, contracted, or purchased before the application is approved.

3. District is financially able to match funds applied for, ratio of one to nine, without penalizing the total educational program of the school.

4. Per pupil expenditures for A.B.E. this fiscal year will equal or exceed that of the preceding fiscal year.

5. A copy of invoice and paid claim or encumberance orders and paid invoices for expenditures will be filed with State Department of Education.

6. Expenditures will be made in accordance with the provisions of the act and rules and regulations established by the State Board of Education. Funds improperly spent will be refunded to State Department of Education promptly on request therefor.

7. Programs will not be established for religious or sectarian instruction.

8. An Advisory Council may be organized representative of those to be served.

9. We will cooperate with other agencies and organizations having similar purposes.

10. We will cooperate with State Department of Education personnel in audits of A.B.E. funds.

11. The Oklahoma State Department of Education, in compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admission, employment, financial aid, educational and counseling services.

12. We agree to abide by the rules and regulations of the State Department of Education in implementing this program.

Signature_____ Address_____
PRESIDENT OF THE BOARD

Signature_____ Date_____
EXECUTIVE OFFICER OF SCHOOL

STATE DEPARTMENT OF EDUCATION
Dr. Leslie Fisher, Superintendent
Adult Education Section
2500 N. Lincoln Blvd.
Oklahoma City, Oklahoma 73105

_____, 19___

NOTICE OF APPROVAL

TO: THE EXECUTIVE OFFICER:

_____, Dist. No._____, _____County,_____OK

This is to advise you that your Adult Basic Education Project has been tentatively approved for the following amount:

( ) FY-___Federal Allocation	$_____
( ) FY-___Carry Over	$_____
( ) Total Amount Federal Funds	$_____
( ) FY-___State Allocation	$_____
( ) Total Approved Project	$_____

Final approval and payment will be contingent on the number of classes and the number of pupils in such classes subsequent to receipt of the attendance report filed with the ABE Section at the end of the first two weeks.

Payments on the above project will be made periodically throughout the year as classes materialize and attendance reports are received.

_____is the approval date.

Funds may be obligated at any time subsequent to the approval date and expenditures should be completed prior to June 30. Eligible expenditures are shown in the State Board of Education Rules and Regulations relating to the ABE Program. These funds shall be matched with local funds at the rate of 10% of the total project. Only an expenditure which is an actual cost and is verified can be counted as matching funds.

If you are dissatisfied with the action above, you may request a hearing before the State Board of Education. Such request shall be in writing to the State Superintendent of Public Instruction and must be made within 20 days after receipt of this notice. You will then be notified of the time, date, and place of the hearing.

Sincerely,

Johnny P. Howard, Administrator
Adult Education
State Department of Education

rm

APPENDIX H

EVALUATION INSTRUMENTS

Each recipient of Section 306 or 310 funds is required to submit an evaluation of the project when completed.

The evaluation will consist of at least three views for performance. The recipient is required to evaluate the program, the participants will provide an evaluation reflecting the effectiveness of the program as to their needs, and the State Department of Education staff will conduct an over-all evaluation.

Recipients of funds for Teacher Training projects will have an additional outside evaluation.

The State Department of Education will submit copies of all evaluations to the Secretary of the U. S. Department of Education.

The State Advisory Council at the end of each fiscal year will conduct an evaluation of all Adult Education programs and copies of the evaluation will be mailed to the National Adult Education Advisory Council.

CRITERIA FOR REVIEW OF PROJECT APPLICANTS

The State Education agency has established, in the annual program plan, the criteria to be used in reviewing project applications from local educational agencies, public and private organizations, or individuals. Such criteria shall be applied in conjunction with the criteria developed under I I 166.12, 166.13 and Appendix B of the regulations contained in 45 CFR Part-166. The value to be assigned to each of the applicable criteria shall be the responsibility of the State.

(a) General criteria. It is recommended that the following general criteria be utilized in evaluating both special projects and teacher training applications:

(1) Objectives are sharply defined, clearly stated, capable of being attained by the proposed procedures, and capable of being measured;

(2) Proposed plan of operation is sound;

(3) Proposed activity is relevant to the priority or needs addressed;

(4) Proposed activity is needed in the area to be served by the applicant;

(5) Designated project personnel possess qualifications and experience to adequately carry out project activities;

(6) Facilities and other resources are adequate to carry out the objectives of the project;

(7) Size, scope, and duration of the project would secure productive results, and the estimated cost is reasonable in relation to these results;

(8) Potential for replication and utilization of the results of the project in other adult education programs and the provisions for disseminating these results are judged to be adecuate;

(9) Provisions are included for an adequate evaluation of the project's effectiveness and for determining the extent to which its objectives are accomplished.

(b) Special projects. In evaluating applications for special projects, the State educational agency will give consideration to such factors as whether and to what-extent the project:

(1) Involves the use of innovative methods, systems, materials or programs and which may have national significance and will serve residents of the State or be of special value in promoting effective programs under the Act;

(2) Is to be carried out in cooperation with other federally assisted, State, or local programs which have unusual promise in promoting a comprehensive or coordinated approach to the problems of persons with educational deficiencies;

(3) Is designed to address critical educational needs which have been identified as State or national priorities for adult education;

(4) Has unusual promise for the development of concepts, practices, and techniques which can be adapted or adopted elsewhere in establishing or improving adult education;

(5) Is related to and is carried out in cooperation with appropriate training activities whether or not assisted under the Act;

(6) Will result in the development of materials and methods which may be of value in increasing the effectiveness of adult education programs;

(7) Provides for cooperation and coordination with business and industry, labor and other agencies, institutions, and community education programs and other related programs, as identified in I 166.13 of the regulations, in order to strengthen the project and prevent

duplication of effort;

(8) Provides, where appropriate, for cooperation and continuation by the local educational agencies and other public and private agencies; and

(9) Will strengthen the adult education delivery systems within the State.

(c) Teacher training. In evaluating applications for training grants, the State educational agency will give consideration to such factors and whether as to what extent the project:

(1) Is consistent with the objectives set forth in the annual program plan for the development and training of adult education personnel;

(2) Will include training in the utilization and development of innovative methods, systems, materials, or programs;

(3) Will meet local needs for adult education personnel;

(4) Is designed to address critical training needs which have been identified as State or national priorities for adult education;

(5) Provides for periodic, systematic, and objective reviews and evaluations of the project;

(6) Is coordinated with appropriate special experimental demonstration projects which may be operating in the geographic area served by the applicant;

(7) Is coordinated with adult education programs being sponsored in the State in which the applicant is located or with a consortium of the States from which trainees are drawn or to which trainees may be expected to return;

(8) Is to be carried out in cooperation with other federally assisted, State, or local programs;

(9) Provides for cooperation and coordination with business and industry, labor and other agencies, as identified in I 166.13 of the regulations, to strengthen the project and prevent duplication;

(10) Provides for cooperation and continuation by the local educational agencies and other public and private agencies; and

(11) Includes criteria for eligibility for participation in the project.

(20 U.S.C. 1208; 45 CFR 166.24)

ADULT EDUCATION

OKLAHOMA STATE DEPARTMENT
OF EDUCATION
2500 NO. LINCOLN
OKLAHOMA CITY, OKLAHOMA

TO: Learning Center Directors

FROM: Johnny P. Howard, Administrator

SUBJECT: Program Evaluation

Enclosed are two (2) copies of the Annual Program Development. You are to complete one (1) copy and return it to this office by July 1, 1982.

We believe that it is extremely important that you respond to each of the statements. Please be complete in all your answers. By doing this, we may get a complete picture of the Adult Basic Education Program in Oklahoma.

ANNUAL PROGRAM EVALUATION

for

ADULT BASIC EDUCATION

Program Location_____ Date_____

Street Address

_____

Town or City

Prepared by:_____

Type or Print

_____

Signature

ANNUAL PROGRAM EVALUATION

for

ADULT BASIC EDUCATION

I. DIRECTION

A. Program Goals and Objectives

1. Does your program have a statement of goals? Yes____ No____

2. Does your program have a statement of objectives? Yes____ No____

3. Have program goals been selected on a priority basis? Yes____ No____

4. Have the objectives been stated so they may carry out and accomplish the stated goals? Yes____ No____

5. Who participates in the decision to establish the goals and objectives? Yes____ No____

(Check appropriate ones)

a.____ Program Coordinator
b.____ Teachers
c.____ Aides
d.____ Counselors
e.____ Students
f.____ School District Personnel
g.____ State Department Personnel
h.____ Others (please specify)_____

_____

II. PROCESSES

A. Community Awareness

1. By what means do you inform the community of your program?

(Check appropriate ones)

a. ____ Mass media
b. ____ Personalized resources
c. ____ Past and/or current students
d. ____ Pamphlets and/or flyers
e. ____ Posters
f. ____ Contacts with community agencies
g. ____ Contacts with social agencies
h. ____ Contacts with business and industry
i. ____ Others (please specify)_____

_____

2. Diagnosis:

a. Is there a formal system for assessing levels of performance in areas such as:

Reading	Yes _____	No _____
Math	Yes _____	No _____
English	Yes _____	No _____
ESL	Yes _____	No _____

1. If yes in any or all of the above, specify the names of the test used or the techniques used in accessing the levels of performance.

_____

_____

_____

b. Does the system allow students' goals to be clearly stated and explored? Yes _____ No_____

c. If the answer to a. and/or b. is no, is there an informal way for assessing levels of performance? Yes _____ No_____

1. If yes, by whom _____

2. Academic Goals
If yes by whom_____

3. Personal Goals
If yes by whom_____

3. Placement:

a. Are the following taken into consideration when the student is placed in a learning setting?

1. Level (s) of performance	Yes _____	No _____
2. Personal goals	Yes _____	No _____
3. Academic goals	Yes _____	No _____
4. Psychological and/or social needs	Yes _____	No _____
5. Preferred learning style	Yes _____	No _____

2. To what extent are you satisfied with the current level of community awareness of your program?

Totally Satisfied				OK but needs improvement				Unsatisfied
9	8	7	6	5	4	3	2	1

3. To what extent are you satisfied with the current level of community acceptance and support of your program?

Totally Satisfied				OK but needs improvement				Unsatisfied
9	8	7	6	5	4	3	2	1

B. Initial Phases of Student Involvement

1. Orientation

a. Do your students receive a planned orientation to the program? Yes____ No__

b. Does this orientation include what the program can and cannot do? Yes____ No__

c. Which of these have specific roles in the orientation process? Yes____ No__

(check appropriate ones)

1. _____Teachers
2. _____Counselors
3. _____ABE Director
4. _____Administrator

d. Who has the responsibility for implementing orientation?

(Job title)_____.

e. If your program cannot serve the student, are you prepared to refer the individual to another more appropriate setting? Yes____ No__

C. Follow through Phases:

1. Are there established procedures for the immediate follow-up such as:

   a. Do you have a procedure which insures that the original placement of each student was appropriate? Yes ____ No ____

   b. Is there a procedure for determining early success or failure of each student? Yes ____ No ____

   c. Is there a procedure to check on students who are absent for short periods of time? Yes ____ No ____

D. Quality of Programming:

1. Do you have periodic evaluations of your staff?

   a. Aides Yes ____ No ____
   b. Instructional Yes ____ No ____
   c. Counseling Yes ____ No ____
   d. Administrative Yes ____ No ____

2. Are learning experiences provided which meet students' personal goals, particularly those expressed during the initial phase of the students' involvement? Yes ____ No ____

3. Do the students receive regular reports on their progress, particularly in the academic skills areas? Yes ____ No ____

4. To what degree are you satisfied with your program's performance in the areas just reviewed?

   a. Orientation:

   Very Somewhat Not at all
   9 8 7 6 5 4 3 2 1

   b. Placement:

   Very Somewhat Not at all
   9 8 7 6 5 4 3 2 1

   c. Follow-through:

   Very Somewhat Not at all
   9 8 7 6 5 4 3 2 1

   d. Quality of programming:

   Very Somewhat Not at all
   9 8 7 6 5 4 3 2 1

B. LEA Resources and Support

1. Does your program have easy access to the local education agency's resources such as:

a. _____ Reading Specialists
b. _____ Math Specialists
c. _____ Art Specialists
d. _____ Science Specialist
e. _____ Audio/Visual Equipment
f. _____ Diagnostic Services
g. _____ Health Services
h. _____ Recreation Services
i. _____ Professional Inservice (relating to ABE role)
j. _____ Others, please Specify _____

_____

2. Which of the above services have been utilized by your program? (indicate by letter a, b, c, etc.)

_____

3. To what extent does your LEA support your program? (check appropriate ones)

a. _____ Letter of support
b. _____ Student transportation
c. _____ Visits to your program site (s)
d. _____ Child care
e. _____ Expediting funding procedures
f. _____ Expediting reporting procedures
g. _____ Publicity/PR
h. _____ Technical assistance (reading specialists, curriculum specialists)
i. _____ LEA sponsored inservice training related to ABE
j. _____ Released time for professional development
k. _____ Travel support for professional development
l. _____ Other direct financial support

C. Other Resources

1. Does your program share resources with other non-school agencies and/or institutions? Yes _____ No _____

   a. If yes, in what ways?

      1. _____ personnel
      2. _____ materials
      3. _____ supplies
      4. _____ equipment
      5. _____ services (eye exam., hearing tests, etc.)
      6. _____ referrals
      7. _____ publicity/PR
      8. _____ space
      9. _____ other, please specify

      _____

      _____

D. Learning Site:

1. Are your current classrooms and offices adequate as they relate to:

a. size	Yes _____	No _____
b. lighting	Yes _____	No _____
c. ventilation	Yes _____	No _____
d. accessibility to main entrance	Yes _____	No _____
e. flexibility/adaptability	Yes _____	No _____
f. safety	Yes _____	No _____
g. furniture	Yes _____	No _____
h. bulletin boards/chalkboards	Yes _____	No _____

2. Are your current facilities accessible to:

a. handicapped	Yes _____	No _____
b. ethnic neighborhoods	Yes _____	No _____
c. minorities	Yes _____	No _____
d. senior citizens	Yes _____	No _____

E. Community Resources:

1. Has your program established a working relationship with outside agencies/individuals? (If yes, indicate which ones) Yes _____ No _____

a. _____ Community Agencies
b. _____ Social Agencies
c. _____ Service Clubs such as Lions, Rotary, etc.
d. _____ Key Individuals
e. _____ Government Agencies
f. _____ Business and Industry
g. _____ Advisory Committee
h. _____ Other, please specify

_____

_____

2. How do these relationships benefit the program? (check appropriate ones)

a. _____ Staffing
b. _____ Referrals
c. _____ Public Relations
d. _____ Funding
e. _____ Resources
f. _____ Volunteers
g. _____ Shared facilities
h. _____ Shared Services (counseling, testing, etc.)
i. _____ Other, please specify

_____

_____

F. Does your program utilize volunteers?

If yes, where did these volunteers come from? _____

_____

How are they utilized? _____

_____

1. To what extent are you satisfied with your program in the areas reviewed above?

a. Funding/Accountability

Totally Satisfied				Somewhat Satisfied				Unsatisfied
9	8	7	6	5	4	3	2	1

b. LEA Resource and Support

Totally Satisfied				Somewhat Satisfied				Unsatisfied
9	8	7	6	5	4	3	2	1

c. Use of Other Resources

Totally Satisfied				Somewhat Satisfied				Unsatisfied
9	8	7	6	5	4	3	2	1

d. Learning Site

Totally Satisfied				Somewhat Satisfied				Unsatisfied
9	8	7	6	5	4	3	2	1

e. Use of Community Resources

Totally Satisfied				Somewhat Satisfied				Unsatisfied
9	8	7	6	5	4	3	2	1

f. Use of Volunteers

Totally Satisfied				Somewhat Satisfied				Unsatisfied
9	8	7	6	5	4	3	2	1

OUTCOMES:

I. Student

A. Termination Data

1. Does your program know why students leave the program? Yes _____ No _____

2. How is this determined?
(check appropriate ones)

a. _____ exit interview
b. _____ follow-up phone call
c. _____ follow-up letter
d. _____ information received from fellow students
e. _____ information received from other agencies
f. _____ other, please specify

_____

3. How satisfied are you with your present follow-up system?

Totally Satisfied				OK but could be improved				Unsatisfied
9	8	7	6	5	4	3	2	1

4. Do you maintain an on-going file of personal success stories for public relation purposes? Yes _____ No _____

II. OPTIONAL

A. To what degree are you satisfied with State Office service in the following areas:

1. Fiscal Assistance

Totally Satisfied				Somewhat Satisfied				Unsatisfied
9	8	7	6	5	4	3	2	1

2. Technical Assistance:

Totally Satisfied				Somewhat Satisfied				Unsatisfied
9	8	7	6	5	4	3	2	1

3. Direction

Totally Satisfied				Somewhat Satisfied				Unsatisfied
9	8	7	6	5	4	3	2	1

III. COMMENTS:

Please comment on what you believe are the strengths and the weaknesses of your program.

OKLAHOMA

ANNUAL PROGRAM EVALUATION

for

ADULT BASIC EDUCATION

310 Projects

Prepared By _____

Type or Print

_____

Signature

OKLAHOMA

310 Projects

A. GENERAL PLANNING

1. Length of sessions

Excellent Good Fair Poor
9 8 7 6 5 4 3 2 1 0

2. Size of group (s)

Excellent Good Fair Poor
9 8 7 6 5 4 3 2 1 0

3. Suitability of physical facilities

Excellent Good Fair Poor
9 8 7 6 5 4 3 2 1 0

4. Allocation of time among topics to be covered

Excellent Good Fair Poor
9 8 7 6 5 4 3 2 1 0

B. CLARITY OF PROGRAM OBJECTIVES:

1. Effectiveness of the means used to attain objectives

Excellent Good Fair Poor
9 8 7 6 5 4 3 2 1 0

2. Selection of topics emphasized

Excellent Good Fair Poor
9 8 7 6 5 4 3 2 1 0

C. PREPARATION OF THE INSTRUCTIONAL STAFF:

1. Knowledge of materials

Excellent Good Fair Poor
9 8 7 6 5 4 3 2 1 0

2. Presentation by instructional staff

Excellent Good Fair Poor
9 8 7 6 5 4 3 2 1 0

3. Quality of instruction

Excellent			Good			Fair			Poor
9	8	7	6	5	4	3	2	1	0

4. Use of instructional materials

Excellent			Good			Fair			Poor
9	8	7	6	5	4	3	2	1	0

D. PARTICIPANTS INVOLVEMENT:

1. Opportunities for individual expression

Excellent			Good			Fair			Poor
9	8	7	6	5	4	3	2	1	0

2. Opportunities for individual participation

Excellent			Good			Fair			Poor
9	8	7	6	5	4	3	2	1	0

3. Responsiveness of instructors to participants

Excellent			Good			Fair			Poor
9	8	7	6	5	4	3	2	1	0

E. OVERALL EFFECTIVENESS OF 310 PROJECTS:

Excellent			Good			Fair			Poor
9	8	7	6	5	4	3	2	1	0

Criteria for Evaluating 310 Proposals for Adult Education Funds.

The Review Committee will give consideration to the following factors in assessing the Strengths of the 310 proposals.

Possible Points	Assessed Points	
10	_____	1. Are the goals defined, clearly stated, capable of being achieved, and measurable? Comment:
15	_____	2. Are the objectives defined, clearly stated, capable of being achieved, and measurable? Comment:
25	_____	3. Are the activities of the proposal relevant to the priority needs? Comment:
10	_____	4. Is it evident that the applicant has qualified personnel, physical facilities, and other resources to achieve the stated objectives? Comment:
15	_____	5. Is the size, scope and duration of the project such that the stated results may be attained, and these results translated into cost justification? Comment:
10	_____	6. Does the proposal have promise for the production of effective materials for improved practices and techniques in Adult Education? Comment:
3	_____	7. Does the proposal provide for cooperation between business, labor, and education forces? Comment:

3		8. Is there coordination between this proposal and business, labor, and education forces? Comment:
5		9. Have provisions been made for dissemination of information and results of this proposal? Comment:
4		10. Is there adequate provision for evaluation of the effectiveness of the proposal in terms of the stated objectives? Comment:

Possible Points 100 Assessed Points _____

COMMENTS:

_____
Signature of Evaluator

_____
Date

APPENDIX I

SENATE BILL #326

JOINT COMMITTEE ON FEDERAL FUNDS

AND

STATE GRANT -- IN -- AID CLEARINGHOUSE

OKLAHOMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
FEDERAL ASSISTANCE MANAGEMENT DIVISION
State Grant-In-Aid Clearinghouse
4545 N. LINCOLN, SUITE 285 OKLAHOMA CITY, OKLAHOMA 73105 (405) 528-8200

April 1, 1982

STATE DEPT. OF EDUCATION
APR 5 1982
RECEIVED
ADMINISTRATION

Dr. Leslie Fisher, State Superintendent
State Department of Education
2500 North Lincoln Blvd.
Oklahoma City, Oklahoma 73105

RE: 01C202 - State Department of Education - Oklahoma Adult Basic Education Program Fy-'83-85, 84.002 $1,315,509. (SAI#820401-002)

Dear Dr. Fisher:

The state clearinghouse has completed the review of a project proposal recently submitted by your office. Any future communication regarding this proposal should be accompanied by the SAI number referenced above.

Based on the information received by the state clearinghouse and the response of reviewing agencies, the proposed project is, as of this date, consistent with and contributes to existing state plans and goals in the State of Oklahoma. This letter and comments from your areawide clearinghouse must be attached to your application as you apply for federal assistance.

This project application is subject to review at the time of annual renewal or when a continuation is requested. Any application not submitted to or acted upon by the federal funding agency within one year of the date of this letter is subject to re-review by the State Clearinghouse.

This letter is not a commitment of funds for your project from any state or federal agency. You should now proceed with your application to the U. S. Department of Education for funding consideration if you have complied with Senate Bill 326 and received written communication from the Joint Committee on Federal Funds.

Sincerely,

Don N. Strain
Director

DNS:mt

cc: Districts (11)

Joint Committee on Federal Funds

of the Oklahoma Legislature

March 16, 1982

STATE DEPT. OF EDUCATION
MAR 17 1982
RECEIVED
ADMINISTRATION

Sen. Rodger A. Randle,
Chairman

Rep. Cleta Deatherage,
Vice-Chairman

AGENCY NAME Department of Education

Application Name Adult Basic Education

Federal Funding Source U.S. Department of Education

Approved by the Joint Committee on Federal Funds March 15, 1982

Amount of Application: Federal 1,313,509

State 174,300

Other

Total 1,489,309

Pursuant to Title 79 O.S., 1981, Section 274, state agencies are required to inform the Legislative Fiscal Office and the Federal Assistance Management Division at DECA of any official action taken by the Federal funding source regarding financial assistance applied for. This information should be forwarded within seven (7) calendar days after the agency receives notice of action by the funding source.

This notification should be forwarded to Angela Monson, State Capitol Building, Room 115, (405) 521-2871.

Senator Marvin York
President Pro Tempore of the Senate

Representative Daniel D. Draper, Jr.
Speaker, House of Representatives

176

Members: Speaker Dan Draper
Rep. Jim Barker
Rep. Joe Manning
Rep. Denver Talley

President Pro-Tempore Marvin York
Sen. Don Kilpatrick
Sen. Don Cummins
Sen. Phil Watson

ACOG

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS

STATUS OF YOUR APPLICATION:

PN# 820384.002-02-A DATE: March 2, 1982

APPLICANT: St Dept of Education - Johnny Howard - Okla Adult Basic Education Program

This is to acknowledge receipt of the following information:

	RECEIVED	REVISION NEEDED
Project Notification - Orig. DECA 189	___	___
Project Notification - Copy DECA 189	✓	___
Standard Form 424	___	___
Formal Application	✓	___
Environmental Assessment	___	___
Map	___	___

REVIEW DATES

	TIME	DATE	PLACE
CJAC Review Date	___	___	___
Other	___	___	___

The summary of this project will be circulated to interested entities in the region for their review and comment. Date for Final Comment will be March 29, 1982.

If you have any questions, contact the Criminal Justice Staff (for C.J. related applications) or the A-95 Staff (for all other applications) at the Assoc. of Central Okla. Governments, 4801 N. Classen Blvd., Suite 200, Oklahoma City, OK 73118.

Signed: Carolyn White

Association of
Central
Oklahoma
Governments

4801 Classen Boulevard, Suite 200
Oklahoma City, Oklahoma 73118
(405) 848-8961

RECEIVED
APR 7 '82
ADULT EDUCATION

April 1, 1982

Johnny P. Howard
Oklahoma Department of Education
2500 N. Lincoln Boulevard
Oklahoma City. Oklahoma 73105

Re: PN#820384.002-02-A; Oklahoma Adult Basic Education Program

Dear Mr. Howard:

In conformance with the Office of Management and Budget Circular A-95, Revised, the Association Clearinghouse has reviewed the above referenced application and found it to be consistent with areawide plans, goals and objectives.

The application has now satisfied the requirements contained in OMB A-95, as far as this regional clearinghouse is concerned. A copy of this letter, the state clearinghouse letter and all comments received associated with this application should be forwarded to the funding agency.

Sincerely,

Zach D. Taylor
Executive Director

ZDT/cw

cc: William S. Morgan, Chairman, ACOG Board of Directors
Don Strain, Director, State Clearinghouse

Chairman William S. Morgan
Mayor, Norman

Vice-Chairman Ray Carmack
Councilman, The Village

Secretary-Treasurer Eldon Lyon
Mayor, Bethany

Executive Director
Zach. D. Taylor

STATE OF OKLAHOMA

Areawide Grant-In-Aid Clearinghouse

NUMBER ONE

P. O. Drawer E, 310 S. Scraper, Vinita, Oklahoma 74301, 918/256-6478

RECEIVED

APR 14 1982

ADULT EDUCATION

April 9, 1982

Leslie Fisher, State Superintendent
State Department of Education
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105

Attention: Johnny P. Howard

Dear Leslie Fisher:

Oklahoma Adult Basic Education Program - 229582

Your proposal for Oklahoma Adult Basic Education Program is consistent with local and areawide plans, goals and objectives. The proposal is reflected in part VI of the District Overall Economic Development Program.

There is no apparent duplication of funding or effort and no environmental impact is anticipated.

Pertinent comments were elicited (copies attached) upon solicitation (list attached).

This Clearinghouse concurs with the proposal as presented.

Sincerely,

Gordon E. Hoppe
A-95 Officer

GEH/lsy

Enclosure: 2

cc: State Clearinghouse

229582

Catalog No. 84.002

TITLE: Oklahoma Adult Basic Education Program

SPECIAL INSTRUCTIONS

SOLICITED COMMENTS: Statewide

X Extension Service	____Recreation Association
____Green Country	____Community Planning Commission
____District Attorneys	____Pollution Control Tulsa
____Civil Defense	X School Districts
____Minority Group Representation	____Grand River Dam Authority
____County Sheriffs	____Conservation District
____Community Law Enforcement	____Vo-Tech School Districts
____CAP Agencies	____Environmental Quality Advisory
____Employment Service	____Local Indian Agencies (BIA)
____County Commissioners	X Colleges
X Health Department County/City	X Municipalities
X Health Planning Council	____County Functional Committee
____Highway Area Tulsa	____County Development Councils
____Historical Society	____Criminal Justice Advisory
____County Planning Commission	____Manpower Planning Council
____District Judge	____AAA Advisory Council
____Associate District Judge	____ROCMND
____NOHDS INC.	____Washington County Youth Shelter

NECC STAFF COMMENTS

X Economic Development	X Planner-In-Charge
____Criminal Justice	____Area Agency on Aging
____Rural Development	____B.O.R.
____Mental Health	

Arkhoma Regional Planning Commission

RECEIVED
APR 16 1982
ADULT EDUCATION

April 12, 1982

Mr. Johnny P. Howard
Oklahoma State Department of Education
2500 No. Lincoln Blvd.
Oklahoma City, Oklahoma 73105

Re: A-95 Project Review
Oklahoma Adult Basic Education Program

Dear Mr. Howard:

Your application to the U.S. Department of Education, requesting federal financial assistance for the above-referenced project has been reviewed by this agency pursuant to provisions of the Intergovernmental Cooperation Act of 1968 and OMB Circular A-95.

The project has been found to be in conformance with plans and goals for the Arkhoma Region. Accordingly, at the monthly meeting of the Arkhoma Regional Planning Commission, which was held April 7, 1982, Commission members concurred with the implementation of this project and recommended that your application be approved and funded.

A copy of this letter should be included with your application when submitted to the funding agency.

Sincerely,

John Guthrie
Executive Director

JG:cb

320 garrison avenue p.o. box 2867 fort smith, arkansas 72901 phone 501-783-2651
serving crawford, le flore, sebastian and sequoyah counties

Eastern Oklahoma Development District

P. O. Box 1367 Telephone 682-7891

Muskogee, Oklahoma 74401

March 22, 1982

RECEIVED

MAR 23 1982

ADULT EDUCATION

Johnny P. Howard
State Department of Education
2500 N. Lincoln Blvd.
Oklahoma City OK 73105

Re: DI-3356
State Dept. of Education
Okla. Adult Basic Education Program

Dear Mr. Howard:

This is to acknowledge receipt of your project referenced above, which was submitted to this office for review and comment in accord with OMB Circular A-95.

The A-95 Review Agency Ccmmittee, an advisory committee to the Board of Directors, will formally review your project at the offices of the Eastern Oklahoma Development District, 800 West Okmulgee, Muskogee at 4:00 p.m., on March 25, 1982. You are encouraged to attend this meeting to answer any potential questions which may be raised.

The Board of Directors of the Eastern Oklahoma Development District will also review this project at the Muskogee Civic Center, Room "E", 6:30 p.m., on March 25, 1982.

If you have any questions relative to review of this project - please call.

Sincerely,

Leonard G. Herron, III

Leonard G. Herron, III
A-95 Coordinator

LGHIII:dr

cc: Don Strain, State Clearinghouse
John Guthrie, ARKHOMA

Eastern Oklahoma Development District
P. O. Box 1367 Telephone 682-7891
Muskogee, Oklahoma 74401

RECEIVED
APR 14 1982
ADULT EDUCATION

April 6, 1982

Johnny P. Howard
State Dept. of Education
2500 N. Lincoln Blvd.
Okla. City OK 73105

Re: DI-3356
State Dept. of Education
Okla. Adult Basic Education Program

Dear Mr. Howard:

The Board of Directors of the Eastern Oklahoma Development District Association has reviewed the above referenced project and made attached comment.

The Statement of Action, the completed Standard Form 424, and comments from the State Clearinghouse must be attached to your application for federal assistance.

Sincerely,

Leonard G Herron, III

Leonard G. Herron, III
A-95 Coordinator

LGHIII:dr

Enclosure

RESOLUTION NO. _____

A RESOLUTION BY THE BOARD OF DIRECTORS OF THE EASTERN OKLAHOMA DEVELOPMENT DISTRICT ASSOCIATION ACTING ON PROPOSALS SUBMITTED IN ACCORD WITH OMB CIRCULAR A-95

WHEREAS, applicants listed on the attachments have submitted to the Eastern Oklahoma Development District Association for said Association's review and comment a DECA-189 Form and, where applicable, an environmental assessment; and

WHEREAS, said Association performs review and comment functions under the direction of OMB Circular A-95; and

WHEREAS, areawide advisory committees have reviewed and commented on the appropriate projects.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE EASTERN OKLAHOMA DEVELOPMENT DISTRICT ASSOCIATION RECOMMENDS FOR EACH PROPOSAL THAT ACTION BE TAKEN IN ACCORD WITH THE SPECIFIC COMMENT LISTED ON THE ATTACHMENT.

APPROVED, this 25th day of March 19 8-, by the Board of Directors of the Eastern Oklahoma Development District Association.

ATTEST:

Mark Embanks

A-95 COMMENT BY THE BOARD OF DIRECTORS OF THE
EASTERN OKLAHOMA DEVELOPMENT DISTRICT ASSOCIATION
March, 1982

PROJECT #	PROFILE AND COMMENT
DI-3355 APPLICANT:	Oklahoma Department of Libraries
DESCRIPTION:	Annual Program for Libraries Fy'82
COMMENT:	The A-95 Review Agency Committee of the Eastern Oklahoma Development District finds this project application consistent with areawide plans. Therefore, the Eastern Oklahoma Development District Board of Directors recommends that the Department of Education fund this project application.
DI-3356 APPLICANT:	State Department of Education
DESCRIPTION:	Oklahoma Adult Basic Education Program
COMMENT:	The A-95 Review Agency Committee of the Eastern Oklahoma Development District finds this project application consistent with areawide plans. Therefore, the Eastern Oklahoma Development District Board of Directors recommends that the Department of Education fund this project application.
DI-3357 APPLICANT:	State Department of Education
DESCRIPTION:	Title I Migrant Education Program
COMMENT:	The A-95 Review Agency Committee of the Eastern Oklahoma Development District finds this project application inconsistent with areawide plans. The project's area of impact is indicated as statewide, however, the project will only impact Southwestern Oklahoma. Therefore the Eastern Oklahoma Development District Board of Directors recommends that the Department of Education not fund this project application.
PREVIOUSLY REVIEWED:	
DI-3344 APPLICANT:	Oklahoma Health Planning Commission
DESCRIPTION:	State Health Planning & Development Agency
COMMENT:	The A-95 Review Agency Committee of the Eastern Oklahoma Development District finds this project application consistent with areawide plans.

incog indian nations council of governments
707 south houston · tulsa, oklahoma 74127 · (918) 584-7526 or (918) 587-3178

RECEIVED
APR 2 '82
ADULT EDUCATION

March 31, 1982

Mr. Johnny P. Howard
State Department of Education
2500 N. Lincoln Blvd.
Oklahoma City, Oklahoma 73105

Dear Mr. Howard:

RE: 143-81, OKLAHOMA ADULT EDUCATION PROGRAM

The Staff of the Indian Nations Council of Governments, acting in the capacity of District Clearinghouse, has reviewed the above project and has the following comment:

> This proposal was coordinated with Union Public Schools, Tulsa Public Schools, Drumright Public Schools, Pawhuska Public Schools, Central Oklahoma Vocational Technical School, Tulsa County Area Vocational-Technical School, Indian Public Education, the Human Rights Commission, and the City of Tulsa. All comments were supportive but stressed the importance of coordination with local schools and governments during all phases of the program. Favorable comment is offered.

A copy of this letter of comment should be attached to your application when submitted to the Federal or State funding agency.

If you should have any questions relative to our review of this project, please feel free to contact this office.

Sincerely,

Jerry Lasker
Executive Director

JL/jj

Kiamichi Economic Development District of Oklahoma

"A local organization working for a greater Kiamichi Country"

Eastern Oklahoma State College — Area Code 918 465 2367

Wilburton, Oklahoma 74578

March 19, 1982

Mr. Johnny P. Howard
State Dept. of Education
2500 N. Lincoln Blvd.
Oklahoma City, Oklahoma 73105

Re: K 33-03-82 ID 01C202 Ok Adult Basic Education Program

Dear Sir:

The Kiamichi Economic Development District of Oklahoma (KEDDO) is charged with the responsibility of areawide clearinghouse coordination under OMB Circular A-95 and the Intergovernmental Cooperation Act of 1968. According to procedures established under Circular A-95, the areawide clearinghouse functions to both inform local citizens on federal programs in the area and to review such programs for their responsiveness to local goals, policies, and plans.

Please be advised that the KEDDO Board of Directors as areawide clearinghouse, has reviewed the above referenced project and found it to be consistent with the District OEDP and local and regional plans. There is no apparent duplication of funding and no adverse environmental impact is anticipated. Therefore, the District concurs with the above reference proposal.

A copy of this letter should be attached to your final application.

Sincerely,

Bill H. Hill

Bill H. Hill
Executive Director

BHH:mcw

cc: Don Strain

Alfalfa Grant Kay Noble

Northern Oklahoma Development Association

Major Blaine Kingfisher Garfield

3201 Santa Fe Trail • Enid, Oklahoma 73701
Phone (405) 237-4810

NOTIFICATION OF REGIONAL CLEARINGHOUSE ACTION

TO: State Department of Education
2500 N. Lincoln Blvd.
Oklahoma City, OK 73105

Attention: Johnny P. Howard

From: Northern Oklahoma Development Association
3201 Santa Fe Trail
Enid, Oklahoma 73701

APPLICANT State Department of Education

NAME OF PROJECT Oklahoma Adult Basic Education Program

Based on its review of the above project, conducted under provisions of the Office of Management and Budget Circular A-95, this regional clearinghouse comments are as follows:

On the Project:

[x] Concur (This letter is not a commitment of funds for your project from any state or federal agency)

[ ] Do Not Concur

Specific Comments:

This letter and comments from the State Clearinghouse must be attached to your application when you apply for federal assistance.

REVIEWER'S SIGNATURE Marcia Miller Marcia Miller

TITLE Executive Director

TELEPHONE 237-4810 DATE March 11, 1982

DAVID A. LOCKWOOD
Executive Director

BEAVER
CIMARRON
DEWEY
ELLIS

O.E.D.A.

OKLAHOMA ECONOMIC DEVELOPMENT ASSOCIATION

HARPER
TEXAS
WOODS
WOODWARD

Box 668 BEAVER, OKLAHOMA 73932 Phone 625-4531

NOTIFICATION OF REGIONAL CLEARINGHOUSE ACTION

TO: State Dept. of Education
2500 N. Lincoln Blvd.
Oklahoma City, Oklahoma 73105
Johnny P. Howard

FROM: Oklahoma Economic Development Assn.
P. O. Box 668
Beaver, Oklahoma 73932 OEDA 1671 . OIC 202

APPLICANT State Dept. of Education

NAME OF PROJECT Oklahoma Adult Basic Education Program

Based on its review of the above project, conducted under provisions of the Office of Management and Budget Circular A-95, this regional clearinghouse comments are as follows:

On the Project:

[X] Concur (This letter is not a commitment of funds for your project from any state or federal agency)

[ ] Do Not Concur

Specific Comments:

This letter and comments from the State Clearinghouse must be attached to your application when you apply for federal assistance.

REVIEWER'S SIGNATURE David A Lockwood
David A. Lockwood, Executive Director

TELEPHONE 405 625-4531 DATE 4-13-82

TEL. 405 - 226 - 2250
DAL 80 - 35

Southern Oklahoma Development Association

P.O. BOX 848 • 16 "E" S.W. • ARDMORE, OKLAHOMA 73401

March 25, 1982

Johnny P. Howard
2500 N. Lincoln
Okla. City, OK 73105

RE: RCH #205-037--STATE DEPT. OF EDUCATION--Oklahoma Adult Basic Education Program

Dear Mr. Howard:

The above referenced project has been reviewed under A-95 by the Southern Oklahoma Development Association and the following comment has been issued:

This project was given a "Favorable Review".

Please attach a copy of this letter to your application to the funding agency.

Cordially,

Larry Hopper
KD

Larry Hopper
Planning Director

LH/kkd

STATE BOARD OF EDUCATION

Oliver Hodge Memorial Education Building
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma

A G E N D A

Thursday, March 25, 1982

1. Call to Order - 9:30 a.m.

2. Approval of Minutes of February 25,1982

INSTRUCTION DIVISION

3. Teacher Certification Section - Norman Dillard
   (a) Approval of Special Cases
   (b) Report of Teacher Certificates Issued

4. Teacher Education/Staff Development Section - Judy Leach
   (a) Changes in Policies and Procedures Handbook for House Bill No. 1706 . . . . . HEARING: 9:40 a.m.
   (b) Appointment to Professional Standards Board

FINANCE DIVISION - Earl Venard

5. Approval of Financial Accounting System to Provide Software for Schools

6. Auditing Section
   Approval of Independent Auditors for Local Schools

7. Transportation and Annexation Section - Pat Odell
   Report of Out-of-State Travel Requests and Vo-Tech Out-of-State Travel Requests - (INFORMATION ONLY)

FEDERAL PROGRAMS

8. Compensatory Education Section - Raymond Willingham
   Rules and Regulations for Chapter 1 Education Consolidation Improvement Act (ECIA) . . . . . TENTATIVE APPROVAL

9. Chapter 2 ECIA - Leroy Ireton
   (a) State Plan (ECIA) for Chapter 2 . . . . . TENTATIVE APPROVAL
   (b) Guidelines, Application and Instruction for Chapter 2 . . . . . TENTATIVE APPROVAL

10. Federal Fiscal Services Section - Leo Lau
    Approval of Federal Financial Summary Report

11. Migrant Education Section - Raymond Willingham
    Migrant FY 1982-83 State Plan . . . . . HEARING: 10:00 a.m.

Federal Programs (Continued)

12. Adult Basic Education Section - Johnny Howard
    (a) Approval of Supplemental Appropriation for Adult Basic Education
    (b) Approval of State Plan for Adult Basic Education for 1983-85 . . . . . TENTATIVE APPROVAL

ADMINISTRATION

13. Approval of Amendments to the Policy Bulletin and Guide for Implementing S.B. No. 249 . . . . . HEARING: 10:25 a.m.

14. Personnel Section
    Approval of SDE Personnel Changes

15. NEW BUSINESS

    Change in State Board Rules and Regulations Governing Revocation of Teaching Certificates--An Amendment to A Guide to Policies and Procedures of the State Board of Education of Oklahoma TENTATIVE APPROVAL

ADJOURNMENT

STATE BOARD OF EDUCATION

Oliver Hodge Memorial Education Building
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma

AGENDA

Thursday, April 29, 1982

1. Call to Order - 9:30 a.m.

2. Approval of Minutes of March 25, 1982

INSTRUCTION DIVISION

3. Teacher Certification Section - Norman Dillard
   (a) Approval of Special Cases
   (b) Report of Teacher Certificates Issued

4. Teacher Education/Staff Development Section - Judy Leach
   Amendment to Teacher Certification Handbook regarding a change in Trade & Industrial Education Certificate Requirements . . . . . TENTATIVE APPROVAL

FINANCE DIVISION - Murl Venard

   (a) Report of Alternate Accounting Systems Approved
   (b) Approval of Data Services, Inc. to perform Financial Accounting

6. Transportation and Annexation Section - Pat Odell
   (a) Report of Out-of-State Travel Requests and Vo-Tech Out-of-State Travel Requests - (INFORMATION ONLY)
   (b) Dispensation of Oglesby D-14 School District

FEDERAL PROGRAMS

7. Compensatory Education Section - Raymond Willingham
   Rules and Regulations for Chapter 1 Education Consolidation Improvement Act (ECIA) . . . . . HEARING: 9:45 a.m.

8. Chapter 2 ECIA - Leroy Ireton
   (a) State Plan (ECIA) for Chapter 2 . . . . . HEARING: 10:00 a.m.
   (b) Guidelines, Application and Instruction for Chapter 2 . . . . . HEARING: 10:05 a.m.

9. Federal Fiscal Services Section - Leo Lau
   Approval of Federal Financial Summary Report

10. Innovative Programs - Al Underwood
    Title IV-C Projects

11. Adult Basic Education Section - Johnny Howard
    Approval of State Plan for Adult
    Basic Education . . . . . HEARING: 10:15 a.m.

ADMINISTRATION

12. Personnel Section
    Approval of SDE Changes

13. NEW BUSINESS

ADJOURNMENT